



Bridgewater United Church

Bridgewater, Nova Scotia

Governance Handbook

VISION STATEMENT

As followers of Jesus Christ, Bridgewater United Church is a church family that values each person as equal and unique loving expressions of God with gifts and talents to share. People of all ages, gender, race, sexual orientation, gender identity, differing abilities, ethnic background, economic circumstance and those experiencing other barriers that limit inclusion are welcome to fully participate in all our ministries.

MISSION STATEMENT

Co-creating with the Holy Spirit, we celebrate God's presence with vitality, hope and thanksgiving by: providing Christian education and fellowship for children, youth and adults; nurturing and caring for ourselves and others; extending hospitality; and, supporting outreach within and beyond.

Approved by the Congregation - June 29, 2020

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Amendments to this constitution require the recommendation of Council and the approval of the congregation, as well as any approvals required by Regional Council. In the context of BUC's culture and practices, amendments to the constitution or any other significant document or statement reflecting the core identity of BUC, require broad-based and meaningful consultation with the BUC community. This includes the Ministerial Committee, paid staff, volunteer leaders, small groups and other communities of interest, as well as the congregation as a whole.

Where any aspects of this constitution conflict with the [Manual of the United Church of Canada](#), the Manual shall take precedence.

BUC HISTORY

The origin of the Bridgewater United Church resulted from the union of Grace Methodist Church and St. John's Presbyterian; both churches became part of the United Church of Canada. The earliest record of the Methodist Church in Bridgewater dates from 1855. The earliest record of Presbyterians in Bridgewater was 1753. A new Christian Education Centre was opened in 1963, followed by the Sanctuary in 1974. Our congregation moved to the Council model of Governance in 2013/2014.

CORE IDENTITY

BUC recognizes several different documents and statements which, together, reflect and represent the core identity of the BUC community of faith. In particular, the mission, vision and core values provide a backdrop for the BUC governance and ministry structure set out in this document.

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CORE VALUES

We value energetic engagement in our:

- Spiritual Health
- Generosity
- Acceptance of all
- Responsiveness to the world
- Love for God, creation, self and others

DEFINITIONS

Adherent

An adherent is a person who contributes regularly to the life and work of the congregation but is not a member or full member. The Church Council has the authority and responsibility for deciding who is an adherent. (See the United Church *Manual* Section B.3.4.)

Congregation

A congregation is a group of people that meets for public worship. It has been formed by the regional council as a congregation of the United Church. The congregation consists of members; full members; adherents; and members of the order of ministry whose names have been added to the congregation's membership roll. A member of the order of ministry who has been called or appointed to a pastoral charge is not a member of the congregation and is not eligible to have their name added to the membership roll. (See the United Church *Manual* Section B.3.5.1.)

Ex Officio

Ex officio is a Latin term, meaning literally "out of duty" and the sense intended is "by right of office." So, for example, the Past Council Chairperson is a member of Council, not because he or she is elected to Council, but as a right that exists because they hold the office of past Council chairperson.

Full Member

In order to become a full member of the United Church, a person must have enough knowledge about the Christian faith and the United Church to make their commitment with understanding. A person becomes a full member through one of the following ways:

1. Adult baptism and profession of faith;
2. Confirmation, if the person was baptized as a child and has now reached the age of understanding;
3. Reaffirmation of Christian faith, if the person has already been baptized and made a profession of faith at an earlier time;
4. Through a certificate of transfer of membership in good standing from another congregation or church; or
5. If the person cannot get a certificate of transfer of membership from another church, they may transfer their membership if the governing body is satisfied that they
 - a. Have been baptized;
 - b. Became full members of their church after they made a profession of Christian faith;
 - c. Are of good Christian character; and
 - d. Have valid reasons for transferring to the United Church.

(See the United Church *Manual* Section B.3.3.3)

Voting

Voting members are entitled to vote on matters even if they are ex-officio or appointed unless otherwise noted.

Non-Voting

Non-voting members are full committee members or congregational visitors and are expected to participate and contribute but cannot vote on matters.

In Camera

In camera is a Latin term that means ‘in private’ and refers to meetings or discussions held without an audience. In a court setting, for example, a judge may call to speak with opposing Counsel *in camera* in the judge’s Chambers (*in camera* is sometimes translated as ‘in chambers’ for this reason).

Lead Minister

The Lead Minister is responsible to ensure the day to day communication and collaboration between all staff and ministry personnel, supervise staff (non-ministry personnel) on their daily tasks (although they are accountable to Ministry & Personnel), and ensure smooth daily operations of the organization. This position is not one of hierarchy or authority, rather, to facilitate everyday organizational operation.

Member

The members of a congregation are

1. children of full members; and
2. children who have been baptized but have not yet become full members. (See the United Church *Manual* Section B.3.2.)

Pastoral Relationship

Ministry personnel serve a pastoral charge through a “pastoral relationship.” A pastoral relationship starts with a call and settlement, settlement, or appointment, depending on the circumstances. The pastoral relationship is between the ministry personnel, the pastoral charge and the regional council. Each pastoral relationship has its own terms and conditions in addition to the general terms set out in the *Manual*. (See the United Church *Manual* Section C.2.8.)

GOVERNANCE

THE CONGREGATION

The congregation has specific responsibilities in the governance of BUC as set out in the Manual. These include:

- a) deciding on a governance model for the congregation
- b) electing a governing body and the chair of the governing body
- c) electing all members of the committees
- d) appointing the trustees for the congregation
- e) electing representatives to the regional council
- f) approving a budget for the congregation
- g) calling or requesting settlement of a member of the order of ministry
- h) requesting the ending of a pastoral relationship

ANNUAL MEETING

An annual congregational meeting is held each year, within 90 days after the end of the fiscal year. At this meeting, all matters of importance to the congregation shall be considered including:

- a) congregational programs
- b) the spiritual well-being of the congregation
- c) reports from all church organizations
- d) financial reports and the audited and/or reviewed financial statements for the previous year
- e) elections and appointments to the governing body, regional council, and committees
- f) the annual budget (the church fiscal year is the calendar year).

VOTING RIGHTS

Unless otherwise agreed in advance of a vote, decisions are made by a simple majority of votes cast by eligible voters present at the meeting. Voting must be by show of hands unless the congregation decides on another way of voting. Proxy voting, or voting by mail-in ballots is not permitted.

All full members whose names are on the membership roll have the right to vote at all meetings of the congregation.

Adherents may vote at meetings of the congregation if (a) the full members decide to allow adherents to vote; and (b) the vote is on a financial or administrative matter.

Adherents may not vote:

- a) on anything involving the pastoral relationship, including searches, calls, and appointments
- b) in elections or appointments of the governing body, committees, trustees, and regional council representatives, and of other bodies and officers
- c) on anything involving the order of worship
- d) on amalgamating, disbanding, or realigning the congregation or pastoral charge
- e) on property matters needing presbytery consent

TERMS OF OFFICE

Terms of office for all appointments shall begin and end with the rise of the annual meeting. A formal installation of those appointed, including members of Council, chairpersons, regional council representatives and Trustees, shall be conducted at a regular Sunday service soon after the annual meeting.

THE CHURCH COUNCIL

The Manual of the United Church of Canada sets out a requirement for each Pastoral Charge to have a formal governing body. The governing body is the court of the Pastoral Charge, one of three levels of courts within the United Church and is the principle decision making body for the pastoral charge. *The Manual* establishes certain requirements, structures, membership criteria and responsibilities for a governing body (United Church *Manual 2019*, Section B.7). Appendix A of this document contains definitions drawn from the United Church Manual.

Bridgewater United Church (BUC), a Pastoral Charge of the United Church of Canada, has established a Church Council as its governing body; as such, the Council is the court of BUC. The structure, membership, mandate and operations of the governing body, as set out in this document, are intended to adhere to the requirements of the United Church *Manual* and, in the event of a conflict or question of interpretation, the United Church *Manual* is understood to be the governing document.

All activities of the Bridgewater Pastoral Charge shall be carried out by, or organized through, the Church Council and its committees. Any responsibilities not otherwise assigned shall be the responsibility of the Church Council.

MEMBERSHIP

1. Church Council shall be comprised of the lead Minister of the congregation and other members of the ministerial team who have been settled in or appointed to the pastoral charge (or a regional council representative appointed as a replacement), and eighteen voting members: thirteen *ex officio* members and five members elected to office at the annual Congregational Meeting.
2. The thirteen *ex officio* voting members are: the past Council chairperson; a treasurer; a lay regional council representative; and the chairpersons, or their appointee, of the Faith Formation Committee, the Communications Committee, the Pastoral Care Committee, the Ministry and Personnel Committee, the Nominating Committee, the Property Committee, the Finance Committee, the Worship Committee, the Inclusivity Committee and a representative from the United Church Women. The five elected voting members are: Council chairperson, Council vice-chairperson, secretary and two members at large.
3. Council's elected membership is usually limited to full members of the congregation; however, people who are not full members may be elected in special circumstances with the regional council's approval.
4. Members of Council are expected to attend all Council meetings unless they have a valid reason (medical, vacation, work, for example). In the event that a member of Council, other than a member of the Ministry personnel, fails to attend meetings on a regular basis, Council shall hold a vote to decide whether to declare a vacancy.

5. In the event of a vacant position, Council, in consultation with the Nominating Committee and in a timely manner, will appoint a member to fill the position for the remainder of the term.
6. The congregation is encouraged to seek, wherever possible, to elect Council members so as to reflect the diversity of the BUC community.

Ideally, Council members are well known within the congregation, able to solicit ideas and opinions from individuals and groups and represent these points of view during Council deliberations. In general, Council members should have good listening skills, be very approachable and available to hear concerns and thoughts from groups and individuals within the congregation. Council members should feel comfortable to answer questions from the congregation and help to explain Council decisions.

COUNCIL MEETINGS

1. Annually, Church Council shall establish and publish a schedule of regular Council meetings which shall generally be held on the 4th Wednesday of each month, excluding July, August and December. Council may alter the scheduling of a meeting if required, but appropriate notice of the revised meeting date must be given. Notice of regular meeting dates must be available to the congregation at least three weeks in advance.
2. Any member of the congregation may propose an item for a Council meeting agenda by contacting the Chair of Council at least two weeks in advance of the meeting date. At each meeting, anyone present may propose additional items to be added to the agenda. The final agenda, with any amendments, must be approved at the start of each meeting.
3. Special meetings of the Church Council may be called by the Chairperson, a member of the order of ministry, any member of the Executive, or upon written request by five members of the Council. Such meetings shall be held at least seven and not more than fourteen days after the presentation of the request, and only the business named in the notice to members of the Council shall be transacted.
4. A meeting of Council may only take place if a quorum is present. The quorum of Church Council consists of a minimum of 9 members which must include the chairperson (or vice-chairperson or past chairperson acting in their capacity as acting chairperson) and the lead minister (or another member of the Order of Ministry who has been called or appointed to the pastoral charge, or a regional council appointed replacement), plus any seven additional voting members.
5. Unless otherwise approved by Council, all Council meetings are open to the congregation at large. Council may approve holding a closed (*in camera*) meeting

only if necessary to deal with sensitive topics such as legal, property or personnel matters. The general nature of *in camera* items must be disclosed in the minutes of the next regular Council meeting.

6. Council may grant speaking, but not voting, privileges to congregational members or others in attendance.
7. Council delegates to the Council executive, authority to carry out day to day management responsibilities and deal with any urgent matters that arise between meetings of Council, as well as to perform any other responsibilities that the Council assigns to it.
8. Minutes of regular and special meetings must be approved by Council as accurate, generally at the next Council meeting. Draft minutes will be reviewed by the chairperson and distributed to members of Council; approved minutes will replace the draft minutes and be made available to the congregation within a reasonable period of time following each Council meeting.
9. Minutes of Council executive committee meetings are to be made available to the congregation, once approved by the chairperson as accurate, within a reasonable period of time following the meeting.
10. Minutes of *in camera* meetings are confidential. The chairperson will approve the minutes as accurate and the secretary will maintain safe keeping of *in camera* minutes.

ROLES & RESPONSIBILITIES

1. Chairperson

The chairperson is responsible for presiding and keeping order at Council meetings; taking votes and announcing the results; voting only if there is a tie; and holding office until the next annual meeting or for another term set by the congregation. The chairperson will act as a support to chairpersons and other elected or appointed volunteer roles. The chairperson is an *ex officio* member of all Council committees except the Ministry & Personnel Committee. A chairperson may be elected to a maximum of three consecutive one-year terms.

2. Past Chairperson

The past Council chairperson is the individual who most recently held the position of chairperson; thus, they may have this role for up to three years if the chairperson is elected to multiple terms. If the immediate past chairperson is unable to fulfill this role, Council may appoint as past chairperson any individual who has previously held the role of Council chairperson.

The past chairperson is responsible for providing advice and assistance to the chairperson as required and to fulfill the responsibilities of the chairperson in the event of the simultaneous absence of both the chairperson and the vice chairperson.

3. Vice-Chairperson

The vice-chairperson is responsible for undertaking the responsibilities of the chairperson in the event of that person's absence; and otherwise to support the chairperson in the performance of their duties. The vice-chairperson is to be considered for nomination as chairperson when the incumbent chairperson completes their term(s) of office. The vice-chairperson serves on the nominating Committee.

4. Secretary

The duty of the secretary is to keep and distribute the minutes of Council and Council executive meetings; receive and send correspondence for Council; ensure the minutes and other documents of Council are kept safe; and make such documents available to regional council as required for review.

5. Member at Large

Members at large, along with the other members of Council, seek to ensure that the views and concerns of the wider congregation are reflected in Council deliberations. An important role of members at large is to ensure divergent ideas and opinions are fully examined and discussed before decisions are made. It is expected that members at large maintain broad connections within the congregation to support them in this role. They may be assigned by Council to act as a primary liaison with a specific group or demographic within the congregation.

COUNCIL EXECUTIVE

The following members of Council form the Council Executive:

1. Chairperson,
2. Vice-Chairperson,
3. Chairperson of the Finance Committee, and
4. The lead Minister (or a regional council appointed representative).
5. Secretary
6. Treasurer

The Council Executive meets as required upon the call of the Chairperson or the lead Minister. The Secretary of Council will attend to keep minutes; once approved, these minutes are to be made available to the congregation. The executive must report to

Council at its earliest opportunity on any decisions made, or work undertaken, by the executive.

DECISION MAKING

The members of the congregation, Church Council, Council Executive and other Council committees are expected to make decisions

1. on the basis of an understanding of scripture, the ethos of the United Church, and the culture of BUC as reflected in its mission, values and inclusivity statements;
2. in the light of Christian experience; and
3. under the guidance of the Holy Spirit moving in the discussion during the meeting of such a body.

They decide themselves how they will vote in any matter. They are not bound by the opinions, directions, or previous decisions of the body that elected or appointed them.

Unless otherwise established by the United Church of Canada, or the BUC Council, motions are carried by a simple majority of those present and eligible to vote.

RESPONSIBILITIES OF CHURCH COUNCIL

The United Church *Manual* sets out general responsibilities of the Pastoral Charge governing body (see Appendix A) and BUC adopts the following additional responsibilities:

In general, the role of the Church Council is fourfold:

1. establish policy for the congregation at large;
2. exercise oversight for all ministries, roles and groups accountable to the congregation;
3. provide a forum for future visioning of the congregation's life and goals; and
4. fulfil various administrative functions required by the United Church of Canada.

More specifically, this responsibility includes:

1. Establishing the overall mission, goals and objectives of the Pastoral Charge in consultation with the congregation.
2. Establishing parameters and limits of authority within which the executive and committees shall function to carry out the goals and objectives of the Council.
3. Engaging in an on-going process of future-oriented visioning for the Pastoral Charge.

4. Monitoring and evaluating progress on the implementation of Pastoral Charge goals and objectives through regular reports from all sectors of the church community.
5. Submitting annually to the congregation for its consideration, reports on the life and work of Council and of the Pastoral Charge, including a copy of the annual financial statements and a budget for the next year.
6. When necessary, giving lawful orders and directions to the Trustees concerning matters of property.
7. When authorized by the congregation, representing it in meetings with the regional council or its representatives to deal with matters of amalgamation, re-alignment, re-constitution, or the disbanding of the Pastoral Charge.
8. Monitoring the functioning of committees and ensuring the smooth administrative functioning of BUC overall; delegating such authority as it deems necessary.
9. Establishing guidelines and standards, including a process for registration for small group ministries. Maintain a list of recognized small group ministries; report annually on their activities.
10. Ensuring maintenance of a secure database of up-to-date information about members of the congregation to support communications, volunteer assignments, fundraising and general administration.
11. Ensuring the maintenance of the formal roll of Members; recording in minutes the names of new Members and approving, as required, the removal of names from the roll.
12. Having oversight of the conduct of members and adherents to ensure that BUC always remains a respectful, caring and safe community free of any kinds of harassment whether verbal, emotional, physical or sexual.
13. Being responsible for receiving and judging petitions and other communications from members and be responsible for transmitting petitions and appeals to regional council.
14. Recommending suitable candidates from the congregation for the Order of Ministry, both diaconal and ordained.
15. Filling vacancies as they occur within the Council, its committees, or other organizations to which the congregation appoints delegates including Regional Council 15. All such appointments shall be upon recommendation of the Nominating Committee. Such appointments shall hold office until the next Annual Meeting of the Congregation.

16. Upon recommendation of the Ministry & Personnel Committee, initiating and overseeing the process for the hiring or release of paid staff positions at Bridgewater United Church.

17. When deemed necessary, appointing ad hoc or standing committees, or task forces.

REGIONAL COUNCIL REPRESENTATIVES

The congregation shall elect up to three members to be its representatives to Regional Council 15 (or such other number of representatives as set out in the Manual, based on the size of the congregation). At the time of nomination, one of these regional council representatives shall be identified as an *ex officio* member of Council.

Regional council representatives represent the Council and congregation of BUC at meetings of Regional Council 15 and in related committee assignments; however, they are free to vote their own conscience on any matter. They are responsible to ensure that Council is kept informed of regional council matters including matters from the Denominational Council office.

DISTRICT REPRESENTATIVES

Purpose

In support of B-United's mission, District Representatives are a volunteer group whose purpose is to liaise with an assigned list of members/adherents to ensure a consistent flow of information about the church and its activities and be aware of any pastoral or other concerns.

Membership

A group of volunteers who are assigned 1 of our districts. Ideally, there is one rep for each district.

Responsibilities

1. Prior to visiting homes, attempt to schedule a convenient time for a visit.
2. Deliver key church communications personally to each of their homes.
3. Regularly check in with their families to be aware of any pastoral needs and communicate those needs to the Pastoral Care Team
4. Be aware of current activities and mission of the church.
5. Periodically invite their families to attend worship and/or an event at the church.
6. Ensure families want to receive communications, visits and remain members on an annual basis.
7. At each visit, whether a family is home or not, reps are to leave a provided rep card.
8. Look for opportunities to offer assistance, outreach or help.

BOARD OF TRUSTEES

The congregation appoints a Board of Trustees, including a Chair of the Board of Trustees, which shall be governed by the policy and guidelines set forth in the Manual. There must be a minimum of three and a maximum of 15, including the lead Minister who is automatically a trustee. A majority of the trustees must be members of the United Church.

The trustees are responsible for holding all congregational property for the congregation as part of the United Church; this includes land, buildings, funds and investments, and any other kind of property. The trustees must give the same care and attention to congregational property as a reasonable person would give to their own property. In consultation with the Property & Facilities Committee, the Board of Trustees recommends to Council appropriate property and liability insurance coverage levels. The Board of Trustees will designate a trustee to be a member of the Property Committee.

The trustees must comply with all decisions about congregational property that are made by the BUC Council, or Regional Council 15; and all other United Church requirements for trustees and congregational property.

The trustees are required to have one or more members, typically including the Chair of the Board, attend Council meetings when the agenda includes matters relevant to the Board of Trustees.

❖ Memorial Ministry

Purpose

The Memorial Fund has been established to allow relatives and friends of a deceased member or adherent of Bridgewater United Church to make a memorial donation. Donations to the Memorial Fund may be made at any time, or annually, in remembrance of loved ones, and as a living tribute to honour a dedicated member of the church.

Fundamental Principles

Donations are received and held in trust until a suitable gift has been chosen. These donations are not used for any other purpose. All gifts are managed by the Memorial Fund Committee. With guidance from this Committee, bereaved family members may wish to direct funds to enhance the life and work of Bridgewater United Church. The funds are maintained in a bank account/restricted fund and are not used for any part of the operating needs of the church.

Membership

The Committee consists of a Committee Chair and members elected by the congregation. There shall be a representative from the Finance Committee, the Board of Trustees

Treasurer plus an additional 2 to 5 members including the chair. One member of the Memorial Ministry will serve on the Finance Committee.

Responsibilities

1. Promptly acknowledge the donor donation. At the time of the donation, the Church Administrator will promptly acknowledge the donor donation with a thank-you letter and will notify the family of the donor's name and address.
2. Contact designated committees within Bridgewater United Church such as, Worship, Faith Formation, Property and Facilities, or office staff to create a list of possible gifts, which, based on established criteria, would enhance the life of Bridgewater United.
3. Based on information received from each committee, categorize and prioritize all the needs into a gift list.
4. When it is apparent most donations have been received, determine the honoree's fund category.
5. Contact relatives when donations in memory of their loved one reaches \$500.00. Family members may wish to consider the interests of the deceased and direct the memorial contributions to a specific gift for use in the life and work of Bridgewater United Church. Two members of the Memorial Fund Committee will arrange to meet with the family to discuss and assist with the selection of a memorial gift using the gift list as a guide.
6. Contact the appropriate committees receiving the gift and the Church Administrator when the request is approved.
7. Initiate the gift purchase process requests in a timely manner.
8. Notify the family when procurement of a gift is complete.
9. Update the Memorial Book with current information regarding all honorees and gifts purchased.
10. Track all funds received and dispersed and verify against monthly reports provided by the office staff to the Chair of the Memorial Fund Committee.
11. Review all financial records annually and report any discrepancies to the Board of Trustees.
12. Prepare and forward to the Board of Trustees, and the congregation, an annual report which will include current balances of designated and undesignated funds, pending purchases, all new honorees and current activities.
13. Meet quarterly, or more often if needed, to discuss and oversee all related business.
14. Receive correspondence and respond in a timely manner.

15. Forward appropriate reports and correspondence to appropriate committee members.
16. Ensure Memorial Fund Committee Minutes and summary records are available for future reference.
17. Review and revise Memorial Fund materials annually.
18. Ensure donations are categorized as designated and undesignated funds and track distribution of such funds.
19. Report annual goals and objectives to the Board of Trustees.
20. Ensure the Memorial Fund activities are administered in an appropriate manner so that the purpose of the fund is achieved.
21. Ensure the maintenance of current financial records of Memorial Fund donations and disbursements. Income records include the date of the deposit, the amount donated, the name of the donor(s) and the name of the honoree. Expenditures identify relevant details as documented on the Memorial Fund purchase order forms, cheque requisitions, and transfers of memorial funds.

THE MINISTERIAL Team

BUC maintains a ministerial team with each member assigned roles and responsibilities within the pastoral charge. These roles may include, for example, leading worship and the ministries of music, youth, children, young families, or pastoral and congregational care.

Members of the ministerial team may include a combination of ordained, diaconal, designated lay ministers and congregational designated ministers. All members of the ministerial team work together to achieve the goals of the congregation and provide opportunities for spiritual enrichment of individuals and the community.

A minister is designated as lead minister to provide functional leadership to the ministerial team and other staff, fostering communication and coordination between them. The Lead Minister also directs and oversees the work of any paid office administration staff.

MINISTRY

All ministers, members, and adherents in the United Church are engaged in ministry. We describe this as being “in ministry together” and, in support of this approach, Council has established defined committees with specific roles and responsibilities.

COMMITTEES

Committees are accountable to Council. They generally share the following characteristics:

1. Each ministry Committee consists of a Committee Chairperson and core members elected annually by the congregation. The congregation is encouraged to seek, wherever possible, to elect Committee members so as to reflect the diversity of the BUC community.
2. Terms of office for all elected positions are one year. Elected positions may hold office for as many consecutive years as granted by the congregation. Committees are encouraged to plan for succession by actively developing potential candidates for Committee chair roles.
3. All members of the ministerial staff are *ex-officio* members of all committees, except the Nominating, Ministry & Personnel, and Search Committees.
4. Each Committee may, from amongst the members and adherents of the congregation, enlist as many persons as it wishes to join as members at large. The ministry Committee is encouraged to seek, wherever possible, to select Committee members to reflect the diversity of the BUC community.
5. Each ministry Committee, from within its membership, shall select a secretary to keep the official minutes (record of Committee deliberations and actions) and documents of the Committee. A Committee coordinator, or other such role, may be appointed to assist the Committee Chair as required.
6. All meetings of committees, except for Ministry & Personnel are open to the congregation.
7. Committees may determine any requirement for quorum for their own Committee. There is no requirement for *ex officio* members to be present for a meeting to proceed.
8. Committees may establish sub-committees or small group ministries to assist in fulfilling their responsibilities and they are accountable to the ministry Committee which created them.
9. Committees shall submit to the Finance Committee a proposed annual budget, if needed, for consideration in the development of the annual BUC budget.
10. Committees are expected to report to Council, either verbally or in writing, as often as is needed to ensure Council is apprised of their activities and of any emergent issues the Committee deems relevant. In addition, Committees report to the congregation through the annual report.
11. Committees liaise with each other on matters of mutual concern and interest.

12. Committees are expected to provide regular updates to the Communications Committee to assist it in ensuring the congregation is kept informed of the Committee's activities and decisions. Committees shall maintain a written record of meetings. Except for Ministry & Personnel, copies of Committee records are to be provided to the church office for archival purposes.
13. Committees are required to have one or more Committee members, typically including the Committee Chair, attend Council meetings.

I. FAITH FORMATION

Purpose

In support of BUC's mission, vision and values, the Faith Formation Committee seeks to meet the faith formation and Christian education needs for people of all ages in the congregation.

Membership

A Committee Chair, the Sunday School Superintendent, a Youth Leader Representative and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an *ex officio* voting member of the Council.

Responsibilities

1. Encourage and invite persons of all ages to explore their understanding of a Christian life, how it relates to the United Church of Canada and our community within our everyday life.
2. Provide leadership-training opportunities to volunteers within the Faith Formation Committee, as they are available or needed.
3. Identify potential candidates for ministry and discuss options with them. Provide financial support, as agreed upon by Committee Members, to individuals or organizations such as United Church Camps, Intermediates at Regional Council, Youth Forum, and other leadership opportunities.
4. Develop a funding support policy for individuals and groups supported by the Committee.
5. Provide guidance and support to the Sunday School, through promotion, teacher recruiting, teacher training and choice of curriculum.
6. Provide guidance to the Worship Nursery, through promotion and recruitment of qualified volunteers.
7. Promote the Youth Group and provide guidance through recruitment of leaders, and review of resources and programs.
8. Promote the Vacation Bible School program at BUC or in conjunction with other churches and provide guidance through recruitment of leaders, reviewing resources and other programs.
9. Provide support to the ministerial team for Faith Study Groups.

10. Collaborate with the ministerial team to choose appropriate gifts to be given at the following occasions: baptism, confirmation, transfer of membership.
11. Provide support and follow-up to persons being baptized and their families.
12. In consultation with the ministerial team, provide support to individuals regarding upcoming Confirmation classes.
13. Be informed about current educational trends in the United Church of Canada.
14. Follow the guidelines set out in the current version of The Manual of the United Church of Canada.
15. Offer leadership training to all leaders – involve such items as the psychological and educational development of children, youth and adults, communications skills, styles of teaching and learning, self-worth encouragement, etc.
16. Seek to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The Committee identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need.

II. COMMUNICATIONS

Purpose

In support of BUC's mission, vision and values, the Communications Committee fosters a strong, informed, and engaged BUC community through encouraging the sharing of stories of progress, outreach, and programs in a timely manner.

Membership

A Committee Chair and other volunteer members, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an *ex officio* voting member of Council.

Membership will vary, and is open to anyone with an aptitude or interest in communications, or simply in sharing the many stories of Bridgewater United Church.

While not limited by any means to these particular tactical skillsets, the Committee will benefit from members with specific skillsets or interest in communications planning and strategy, writing and editing, social media governance and planning, social media updates and community management, website content management and updates, market research and demographics, audio visual, photography, graphic design, and printing.

Responsibilities

1. Operational communications
Includes: Storm and cancellation plans; accessibility and support for need-to-know church business, such as widely disseminating particularly important announcements, events, etc.
2. Community building communications
Includes: Proactive outreach and community media relations; consultations and input on signage; distributing church newsletter as appropriate in community; advertising where appropriate.
3. Develop and implement creative and effective ways to keep the Congregation informed and engaged regarding the life, work and ministry of Bridgewater United Church.
4. Develop and implement a strategy to advertise/publicize/promote the life and work of the Congregation to the wider community and other churches through the various media.
5. Maintain and update the church website.
6. Coordinate the preparation, printing and distribution of the Congregation's Annual Report.

7. Be aware of the appropriate use of personal information, including photos, under the provisions of the Privacy Act.
8. Keep updated on communication trends and strategies by using United Church resources and attending appropriate learning events.
9. Seek to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The Committee identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need.

III. PASTORAL CARE

All ministers, members, and adherents in the United Church are engaged “in ministry together” and congregational care is a shared endeavour amongst all members of the BUC community. It includes spiritual nurturing and growth, as well as pastoral care, connection and support in times of crisis.

Purpose

The Pastoral Care Committee supports BUC’s mission, vision and values to be a vibrant Christian community ministering to each other in love and offering hope. It serves as a coordinating and educating body to enable and empower members of the congregation to provide care for one another and encourage the engagement of all members of the congregation. The Committee provides education, support and structure for those in the BUC community providing care to the congregation.

Pastoral Care Committee members coordinate a range of services which may include:

1. *Engaging*: extends support to members, potential members, or families new to the BUC community. This includes visiting them and getting to know them, with a special emphasis on creating community and keeping them informed of programming and small group ministries; and helping them become engaged in the life of the church.
2. *Connecting*: contacting and connecting with members of the congregation who are unable to be actively involved in the life for the church (for example: due to a long-term illness or a lack of transportation); those who choose not to, or are not able to, receive other communication from BUC; or those who choose not to be involved for whatever reason. This role has a special emphasis on creating connection, understanding the individual and family needs, relaying information about BUC programs and events, and inviting participation and engagement in the life of the BUC community. This role allows volunteers to develop relationships with members of the congregation who may feel disconnected from BUC and yet who may value the communication, spiritual support, connection and friendship.
3. *Crisis Care*: identify and provide support and pastoral care for those in crisis with the oversight of responsible ministry personnel.
4. *Visiting*: visiting and supporting those in hospitals, nursing homes, or other institutions; and providing follow-up to those recently returned home.
5. *Home Support*: co-ordinate the provision of meals, transportation or other home support to those in need.

Membership

A Committee Chair and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. They serve as coordinators for the various aspects of the pastoral care ministry. The ministerial staff, in particular, the person assigned to the Pastoral Care Committee, serves as a support and resource to the Committee. The Committee Chair is an *ex officio* voting member of the Council. One member of the Pastoral Committee will serve on the Nominating Committee.

The Committee recruits, supports, educates and coordinates a roster of congregational volunteers able to contribute to one or more of the many forms of congregational care ministry. They are selected for their wisdom, caring, spiritual discernment and other gifts of the Spirit.

Responsibilities

1. Maintain a roster of new individuals and families; coordinate and administer the *Engaging* function described above.
2. Organize and coordinate programs of pastoral care visitation for the congregation. This includes visits by ministerial staff, congregational care volunteers or Committee members, the UCW and others. The purpose of pastoral care visiting is to support those who are going through difficulties in their lives, be it through illness, bereavement, relationship breakdown, or other personal or family challenges. Pastoral care visiting provides an opportunity for those being visited to share their story. The pastoral care visitor, through thoughtful and active listening, enables people to deal with their needs and to grow spiritually as a person.
3. Organize and support a variety of congregational care initiatives and encourage continued innovation in the development and delivery of congregational care, such as home communion.
4. Provide leadership, support and education to congregational care volunteers and other leaders of small group ministries to support them in creating a safe environment for opportunities for learning, fellowship, engagement and spiritual nurturing.
5. Provide opportunities for members of the congregation to learn about congregational care and develop the skills and confidence to contribute to congregational care in the BUC community.
6. Seek to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The Committee identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need.

7. Develop a feedback mechanism for members who deliver church letters to provide feedback on the people they visit.

Other Pastoral Care ministries:

❖ **Prayer Shawl Ministry**

- In conjunction with the UCW, the Prayer Shawl Ministry gathers together in fellowship to knit prayer shawls.
- Prayers shawls are available to be distributed to anyone in the community who might be in need of comfort and prayer.
- Prayer shawls are also given as a gift to those who are baptized as a reminder of the prayers that the congregation offers to them as they grow in faith.

❖ **Men's Music Ministry**

- The Men of the church provide a ministry of music once a month during the regular worship service.
- The Men of the church offer their musical gifts at nursing homes and other venues as requested.

❖ **Small Group Ministry**

- Lead or support small group ministries by contributing to the specific purpose of the small group, as well as serve to nurture the spiritual well-being of group members and ensure the group remains connected to the wider ministries and congregational life of BUC.

IV. MINISTRY AND PERSONNEL (M&P)

M&P Committees are required by the by-laws of The United Church of Canada under every model of church governance. The United Church *Manual* sets out specific requirements and responsibilities for members of the M&P Committee.

Purpose

In support of BUC's mission, vision and values, the M&P Committee oversees relationships within the pastoral charge ministry, particularly the roles and functions of paid leaders and employees (such as the church secretary and custodial staff). The M&P Committee may also assist Council in supporting those in volunteer roles.

It has a dual role: it is consultative and supportive; it acts as a liaison between BUC staff and the congregation. The work of M&P is focused on supporting and maintaining an open and healthy relationship between staff and members of the congregation.

Membership

A Committee Chair and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. Members of the BUC staff, including the settled or appointed Ministry Personnel, are not members of this Committee. The Committee Chair is an *ex officio* voting member of the Council.

Responsibilities

1. Arrange for police records checks for volunteers as required;
2. Be available for consultation and support for matters involving BUC staff;
3. Direct and oversee the work of paid staff;
4. Oversee the relationship of staff to each other and to people in the congregation;
5. Regularly review the working conditions, responsibilities, and compensation of all staff and make any recommendations needed as a result of these reviews to Council;
6. Revise position descriptions as needed;
7. Conduct annual performance reviews of the staff;
8. Ensure staff make use of opportunities for continuing education that they have been given (including sabbaticals, if applicable); and
9. Maintain close contact with the regional council Pastoral Relations Committee.

In addition, the M&P Committee is available to address any workplace disputes or questions that arise, and ensure that BUC meets its legal obligations as an employer and provides a safe and healthy workplace.

While the M&P Committee is accountable to Council, given the confidential nature of some aspects of its work, the Committee also works closely with the Council executive to balance the need to ensure Council is kept properly informed, with the obligation to ensure that confidential personnel matters are dealt with in a respectful and professional manner.

Concerns for confidentiality and protection of personal privacy need to be balanced by concerns for accountability. Minutes of M&P Committee meetings do not need to be extensive, but they should include a summary of the committee's discussions, with enough detail to support any actions or recommendations; a record of actions to be taken, and by whom; and any recommendations to go to Council. The Committee Chair is responsible to ensure the confidential safekeeping of minutes.

V. NOMINATING

Purpose

The Nominating Committee supports BUC's mission, vision and values, by seeking to identify and recruit a talented and diverse slate of candidates for positions elected at each annual congregational meeting.

Membership

A Committee Chair, the Vice Chairperson of Council, a representative of the Pastoral Care Committee and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The lead minister and other members of the ministerial Committee serve in an advisory capacity to the Nominating Committee. The Committee Chair is an *ex officio* voting member of the Council.

Responsibilities

1. Prepare a slate of candidates for election to all elected positions for the annual meeting of the congregation. This slate shall include the Executive and Members at Large as well as the ex-officio members, Presbytery representatives and other positions which Council may from time to time create.
2. Recommend a replacement whenever a vacancy occurs in any elected position. All replacements shall be presented to Council for approval and shall hold office on an interim basis until the position is filled at a congregational meeting.
3. Ensure there is a call for further nominations from the floor at the annual meeting of the congregation.
4. Identify and recruit those from amongst the congregation willing and able to serve in volunteer roles.
5. Where more than the required number of candidates expresses willingness to serve in an elected role, the Nominating Committee will bring forward all such names for an election.
6. In consultation with the Ministry & Personnel Committee, establish job descriptions and statements of qualifications for all key volunteer roles.

VI. PROPERTY

Purpose

In support of BUC's mission, vision and values to be a vibrant Christian community, the Property Committee has responsibility for the planning, maintenance and upkeep of all BUC property and facilities.

Membership

A Committee Chair, a representative of the Board of Trustees, and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an *ex officio* voting member of the Council.

Responsibilities

1. Receive requests for use of the church building Authorize the use of the church building by community groups. Regarding the use of the church sanctuary, make recommendations to the Church Council for final decision and action.
2. Ensure certificates of insurance are received from organizations and groups using the church premises, including evidence the user has its own insurance and Congregation is added as an additional insured.
3. Ensure property and facilities are safe, clean and well maintained; direct and oversee the work of any contractors.
4. Conduct a complete inspection of the property and facilities at least annually to determine maintenance and capital investment requirements.
5. In consultation with the Board of Trustees, work together with the Board of Trustees to make a recommendation to Council for appropriate property and liability insurance coverage levels.
6. Oversee the purchase of required supplies and equipment for the building and the property.
7. Establish guidelines for the safe use of the church facilities.
8. In collaboration with the Board of Trustees, ensure BUC adheres to the United Church *Manual* guidelines governing church property matters.
9. Deal with day to day property maintenance and repair matters related to BUC's cost recovery tenants.
10. Consider and bring forward to Council appropriate recommendation for the long-term sustainability of BUC's property and facilities.

VII. Finance

Purpose

In support of BUC's mission, vision and values, the Finance Committee supports the congregation through stewardship education, fundraising and financial administration. It seeks to ensure the congregation understands the mission of BUC and the wider United Church of Canada; determines and shares knowledge of the resources needed to fulfill this mission and how they will be used; and encourages commitment and participation by the congregation in the form of donations of time, talents and financial resources.

Membership

A Committee Chair, the Treasurer, a member of the Memorial Ministry, a representative from UCW and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an *ex officio* voting member of Council and of the Council Executive.

Responsibilities

1. Develop and implement a plan to educate the congregation regarding the needs of the congregation and the wider community; and support members of the congregation to recognize that they can meet these needs by sharing their time, talent and financial resources.
2. Develop and implement a plan to interpret to the congregation the local and M&S needs and help cultivate knowledge and conviction within the congregation concerning the mission of the United Church in all its aspects.
3. Maintain current knowledge of Stewardship innovation and best practices through engagement with the wider church community; review and make available to the congregation related united Church publications and resources.
4. Ensure the planning and implementation of an annual pledge campaign for the achievement of the annual budget and to secure commitment and participation in the mission of the church by the congregation
5. Develop and ensure the implementation of an annual plan for general fund raising by:
 - a. Encouraging fund-raising initiatives by individuals and groups within the congregation.
 - b. Acting as a clearing house for all church Committees and groups who are engaged in promoting fund-raising initiatives.
6. Establish policies and procedures for the receipt and disposition of all special gifts to the church including bequests, donations and memorials. Develop and maintain a Special Gifts program.

7. Prepare an annual budget: request from all committees an annual expenditure estimate to be used in the drafting of the annual budget; recommend the annual financial objective of the congregation for its local budget and for the Mission and Service Fund. Prepare and present a narrative budget at the Annual Congregational Meeting.
8. Provide oversight and management of the church's financial records and membership database, ensuring that proper security, updating and backup measures are in place.
9. Arrange for the weekly counting, recording and banking of collections.
10. Prepare timely, accurate monthly and annual financial statements, responding to all questions of council and the congregation.
11. Monitor and ensure that Mission and Service givings are in line with the budget.
12. Oversee the purchase of office equipment and supplies.
13. Ensure banking arrangements are cost efficient and cost effective.
14. Provide for the administration of the financial affairs of the congregation through the work of the Treasurer.
 - a. Present a financial statement of receipts and expenditures at all regular meeting of the Church Council, and at the Annual Congregational Meeting, present the external review engagement.
 - b. Recruit, train and schedule an appropriate number of persons to count, record and deposit the weekly offering in accordance with the procedures and practices of the United Church of Canada.
 - c. Monitor the work of the Church Treasurer and the Envelope Secretary.
 - d. Obtain Church Council approval for any expenditure not included in the annual church budget.
15. Apply good management procedures in caring for the Congregation's finances.
16. Ensure the timely filing of the church's CRA filings and any government remittances.

The Treasurer is a signing officer of the congregation for financial affairs. The role is responsible for managing day-to-day financial transactions, record-keeping and reporting. This includes disbursements, remittances, banking transactions, and payroll; as well as all tax-related payments and reporting.
17. Seek to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The Committee identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need.

❖ **Ways and Means Ministry**

- Develops and promotes an annual calendar of financial stewardship programs and activities.
- Communicates with the Finance Committee and other groups to plan and/or implement fundraising events, annual financial campaigns or financial stewardship education.

VIII. WORSHIP

Purpose

The Worship Committee supports BUC's mission, vision and values, by working with the ministerial team to ensure the provision of dynamic, inclusive and meaningful worship through music, media, liturgy and different mediums for the BUC community. These include regular Sunday worship services and other services as appropriate (for example: baptism, confirmation, communion, marriage, funeral and commemoration services).

Membership

A Committee Chair, the organist/music director as an ex-officio non-voting member and other volunteer representatives, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an ex officio voting member of the Council.

Responsibilities

1. In collaboration with the ministerial team, design services to attract and engage the diversity of members of the BUC community; in particular, facilitating the involvement of all demographics in the church.
2. Act as an advisory body for the ministerial team regarding thematic content and special worship initiatives and services.
3. In collaboration with the ministerial team, ensure a variety of musical styles are offered during worship services; ensure the annual budget request is adequate to provide the quality, quantity and diversity of music desired.
4. Consult with and act as a "sounding board" and resource for the congregation and the ministerial team regarding all aspects of music and worship.
5. Organize the involvement of persons participating in services of worship, including that of ushers, welcomers, readers, presiders, providers of refreshment and those involved with organizing and participating in community prayers, communion and chancel decoration for the different seasons.
6. Research, consider and recommend as appropriate alternative styles of worship relevant to today's society.
7. Oversee and maintain all audio-video systems including instruments and facilitate the scheduling of audiovisual technicians.
8. Recruit and train persons to operate and maintain the church sound system and audio-visual equipment.
9. Create and maintain a schedule of persons to operate the audio-visual equipment during worship services and other special events.
10. Obtain and maintain copyright licenses.

11. Bring forward to Council, the names of members to be added to, or removed from, the membership roll. Review with Ministry Personnel, the admission of persons into full membership, removal or persons from membership, and granting of certificates of transfer of membership. Notify the Church Secretary of all Church Council approved changes.
12. Arrange for the reception of new members at a worship service.
13. Assist Ministry Personnel, as required, with weddings, funerals and special services.
14. Collaborate with Ministry Personnel to arrange for worship leadership in their absence.
15. Appoint one member of the committee to welcome the worship leader and facilitate their time with the congregation.
16. Seek to engage the congregation in promoting peace and reducing injustice and its impact in society, both locally and in a wider context. The Committee identifies opportunities for the congregation to offer practical assistance to groups and individuals who offer support to people in need.

❖ **Community Ministry Groups**

There are many groups associated with Bridgewater United Church that may be deemed community ministries. These groups are not represented on the Church Council. Each group will submit minutes of their meetings to the Secretary of Church Council. These minutes will be received as Correspondence. If a need arises to meet with a member of any of these groups, then they may be invited to a meeting of the Church Council or the Church Council Executive. The Members at Large are the Church Council liaison to the community ministry groups.

These ministry groups are as follows:

- Bridgewater Daycare Committee
- Wee Wisdom Nursery School Board
- Group Committee (Scouting)
- Bridgewater Interchurch Council

IX. INCLUSIVITY

Purpose

In support of BUC's mission, vision and values, the Inclusivity Committee works to ensure the congregation is living out its vision of inclusivity by providing learning opportunities, resources, community partnerships and reflection on ways all individuals can be included in all aspects of ministry, without barriers, and developing and monitoring the successful delivery of an annual action plan.

Membership

A Committee Chair and other volunteer members, as required, to make a minimum of 4 and a maximum of 7 members on the Committee. The Committee Chair is an ex officio voting member of the Council.

The Committee will benefit from having members that represent marginalized groups and should be able to bring their unique perspective to the work of the committee while understanding our current congregational context. Skills in event planning, building relationships and an understanding of the challenges, joys and issues of inclusivity would be welcomed.

Responsibilities

1. Maintain and enhance BUC's culture of inclusivity as reflected in our Vision Statement.
2. Maintain and enhance BUC's position as an Affirming Ministry of the United Church of Canada.
3. Hold an annual service marking our decision to become an Affirming Congregation of the United Church of Canada.
4. Source and make available a range of resources to continue educating ourselves regarding issues related to inclusivity.
5. Network, support and share our experiences with other congregations working on issues of inclusivity.
6. Engage in advocacy within and outside the congregation regarding issues of inclusion and, in particular, as they relate to people of all sexual orientations and gender identities.
7. Make our vision known in the wider community.
8. Develop relationships/partnerships with community groups who share our vision and can support and benefit from our vision.
9. Develop, deliver and monitor an annual action plan for improving our inclusivity at BUC.

APPENDIX A – RESPONSIBILITIES OF THE CHURCH COUNCIL

The United Church *Manual* sets out specific responsibilities for the governing body of a Pastoral Charge in Section B – *Community of Faith* (section and paragraph references below are to the 2019 *Manual*).

For BUC, the Church Council is the governing and decision-making body and fulfills these responsibilities either directly or through delegation of responsibility to committees or individuals. However, Council remains accountable to the congregation for meeting these responsibilities.

B. 7.4 Responsibilities of the Governing Body

The governing body follows the policies set by the pastoral charge or congregation in fulfilling these responsibilities.

7.4.1 Spiritual Matters

The governing body oversees the spiritual interests of the congregation or pastoral charge, including

- a) admitting people as full members;
- b) removing people as full members;
- c) granting certificates of transfer of membership;
- d) the discipline of members;
- e) the administration of the sacraments;
- f) Christian education;
- g) public worship;
- h) the use of the church building;
- i) pastoral care and visiting; and
- j) outreach in evangelism and social action.

7.4.2 Financial Matters

The governing body has general oversight of the finances of the congregation or pastoral charge, including

- a) fund raising;
- b) disbursement of funds; and
- c) the budget approved by the congregation or pastoral charge.

It may also authorize borrowing funds for the pastoral charge.

7.4.3 Pastoral Relations Matters

The governing body deals with pastoral relations matters as directed by the pastoral charge.

“Pastoral relations” matters involve the ministry personnel, and the terms and conditions on which they serve the pastoral charge. These terms are set through a call or appointment.

7.4.4 Proposals

The governing body receives, makes decisions on, and transmits proposals to the regional council.

7.4.5 Recommending Members for Ministry Leadership

The governing body recommends suitable members for consideration by the appropriate body as

- a) licensed lay worship leaders;
- b) sacraments elders; and
- c) candidates.

7.4.6 Property Matters

The governing body gives orders and directions to the trustees on property matters.

7.4.7 Representing the Pastoral Charge to Regional Council

The governing body represents the pastoral charge when the pastoral charge has authorized it to communicate with regional council about

- a) the pastoral relationship; or
- b) the amalgamation, realignment, re-forming, or disbanding of the congregation or pastoral charge.

7.4.8 Reporting

The governing body reports to the pastoral charge at least annually on

- a) the life and work of the pastoral charge; and
- b) the pastoral charge's financial situation, with details of all income, expenses, assets and liabilities.

7.4.9 Records

The governing body keeps the following records:

- a) the membership roll of the congregation;
- b) the historic membership roll of the congregation;
- c) the record of children and adherents; and
- d) the register of baptisms, marriages, and burials.

7.4.10 Sharing Reports from the Wider Church

The governing body shares reports it receives on action by the regional council and General Council with the pastoral charge.

7.4.11 Completing Statistical Forms

The governing body completes the annual pastoral charge statistical and information forms and returns them to the General Council Office by the required date.

7.4.12 General Responsibility

The governing body has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation or pastoral charge.

The United Church *Manual* also sets out specific requirements for the governing body in relation to record keeping:

3.6.1 Keeping Records

The governing body is responsible for

- a) keeping a record of all baptisms in the congregation;
- b) keeping the membership roll of the congregation;
- c) keeping the historic membership roll of the congregation; and
- d) recording, in its minutes, all decisions to admit people as full members.

3.6.2 Revising the Roll

The governing body is responsible for revising the membership roll at least annually by

- a) removing the names of members who have died;
- b) removing the names of members who have transferred to other congregations;
- c) removing the names of members who have resigned;
- d) removing the names of members who, in the governing body's opinion, have been absent for too long without a reasonable excuse;
- e) recording, in its minutes, all decisions to remove a name from the roll; and
- f) encouraging members who have moved away from the area to become members of congregations closer to their new homes.

3.6.3 Restoring Names to the Roll

A person whose name has been removed from the membership roll or who is under discipline may ask to become a full member in good standing again. The governing body is responsible for making a decision on the request.

3.6.4 Historic Roll

The governing body is responsible for keeping the historic roll, which includes the membership roll and the names of members removed under section 3.6.2 above.

APPENDIX B – BUC CORE IDENTITY

BUC recognizes several different documents and statements which, together, reflect the core identity of the BUC community of faith. In addition to the mission, core values and inclusivity statements set out above, the following documents are part of the BUC core identity.

1. The Bible

The Bible is central to The United Church of Canada. As a source of wisdom, personal prayer, and devotion, we believe the Bible can bring us closer to God. It remains one of our best ways of experiencing God's continuing work of creation and liberation in the world, while offering us forgiveness, healing, and new life in Jesus.

Approved in stages throughout the history of the Christian Church, the present-day version of the Roman Catholic Bible was approved at the Council of Trent, April 8, 1546. BUC generally uses an inclusive version of the Bible in its worship services.

2. United Church of Canada: A New Creed

A brief and well-loved statement of our relationships with God and with one another approved by the United Church of Canada at its General Council in 1968.

We are not alone,
we live in God's world.
We believe in God:
who has created and is creating,
who has come in Jesus,
the Word made flesh,
to reconcile and make new,
who works in us and others
by the Spirit.
We trust in God.
We are called to be the Church:
to celebrate God's presence,
to live with respect in Creation,
to love and serve others,
to seek justice and resist evil,
to proclaim Jesus, crucified and risen,
our judge and our hope.
In life, in death, in life beyond death,
God is with us.
We are not alone.
Thanks be to God.

3. A Song of Faith – The United Church of Canada

This lengthy statement of faith (approved by the United Church of Canada at its General Council meeting in Thunder Bay, Ontario, August 2006) seeks to provide a verbal picture of what The United Church of Canada understands its faith to be in its current historical, political, social, and theological context at the beginning of the 21st century. It is also a means of ongoing reflection and an invitation for the church to live out its convictions in relation to the world in which we live.

The full text and more information about this statement of faith, its development and purpose are available on the [United Church website](#).

RECORD OF DOCUMENT REVISIONS

24 January 2018	Approved by Church Council
4 March 2018	Approved by the Congregation
27 February 2019	Approved by Church Council
10 March 2019	Approved by the Congregation
26 February 2020	Approved by Church Council
29 June 2020	Approved by the Congregation