

# St. Andrew's United Church, Yorkton 2016 Annual Report



St. Andrew's United Church is a Christian family called together through God's love. We seek to share our belief in the ways of Jesus Christ and to be nourished and strengthened by faith. We strive to develop, enhance, and enrich our faith as a congregation.

We will continue to be a caring and sharing community through:

- meaningful worship
- outreach in the world around us in a spirit of equality and respect
- love and acceptance of God's creation

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## 2017 Annual Meeting Agenda

1. Election of Secretary and Chairperson
2. Motion to allow all members and adherents to vote
3. Adoption of 2017 Annual General Meeting Agenda
4. Review and approval of 2016 Annual General Meeting Minutes
5. Presentation of 2016 Reports
  - a) Questions/comments 2016 reports
  - b) Approval of 2016 reports
6. Presentation of 2016 Financial Statement
  - a) Questions/comments 2016 Financial Statement
  - b) Approval of 2016 Financial Statement
7. 2017 Financial Review Appointment
8. Presentation of 2017 Budget
  - a) Questions/comments
  - b) Approval of 2017 Budget
9. Membership for 2017 Committees
10. Revised Constitution
11. Question and Answer
12. Adjournment

**Minutes of the Annual meeting of St. Andrew's United Church  
Yorkton, Saskatchewan  
March 6, 2016**

Cynthia Jack opened the 2016 Annual Meeting of St. Andrew's United Church, Yorkton, Saskatchewan asking for nominations for Chairperson and Secretary.

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M/S – That Bonnie Rushowick be nominated for Chairperson, that Margaret Phillips be nominated for Secretary. Cynthia Jack/ Mae Anne Chilman. Carried.

M/S – That all members and adherents be allowed to vote at this meeting. Brian Beck/Lois Thompson. Carried.

M/S – That the agenda be adopted as presented. Betsy Preston/Geoff Rushowick. Carried.

M/S – That the minutes of the Annual Meeting for 2015, March 1<sup>st</sup>, 2015 be approved. Fauntie Phillips/Geoff Rushowick. Carried.

Leadership Dreams. Jen Dresser reviewed the progress of some of the hopes for the future that the leadership team had identified. We have stocked a food cupboard for those in immediate need. We have sponsored a refugee family relocating to Canada. We have supported Habitat for Humanity by providing a meeting space for the organization and by supplying food for the building site.

Presentation of Reports. There was time to review the reports as presented in the 2016 Annual report, and time for any questions and comments.

M/S – That the reports presented be accepted. Martin Phillips/Judy Sawchuk. Carried.

Treasurer Martin Phillips presented the unapproved Draft Financial Statements for 2015 from the auditors and guided us through the reports. There is special fundraising planned exclusively for the refugee fund including a garage sale. The deficit is about \$8,000. Something to consider: The work of the cleaning groups and the involvement of White Spruce's work program has meant that there is no caretaker's salary in the budget. Investment accounts have been moved from BMO Nesbit-Burns to National Bank. Because of the transition some money wasn't invested and missed the fall in the market. The congregation was informed of the finance committee's intent to invest in less risky ways.

7 b) M/S That the Financial Statements be accepted as presented. Judy Sawchuk/Geoff Rushowick. Carried.

M/S – That the 2016 Financial Review for St. Andrew's United Church, Yorkton be awarded to Sensus Partnership of Chartered Accounts. Martin Phillips/Ray Theis. Carried.

- a ) Treasurer Martin Phillips presented the 2016 budget.
- b ) M/S That the 2016 budget be accepted as presented. Fauntie Phillips/Geoff Rushowick. Carried.

2016 Committee updates. Judy Sawchuk and Jeff Possberg have been added to the Leadership Team. Geoff Rushowick and Pat Bishop have stepped down from the Leadership Team. Brian Beck continues as Presbytery Representative.

Brian Beck reminded the congregation that we should be grateful for our situation when we look at the many congregations that are struggling. He also thanked Martin for his attention to the budget and Jen for her leadership.

Jen Dresser explained the General Council Remits coming from the National Church. Congregations will vote on the restructuring of the entire Church structure over the next year. These changes will impact our 2018 budget. Jen explained the difference between ordained and Diaconal ministers. Diaconal ministry puts more emphasis on Christian Education and social justice.

On behalf of the Leadership Team Martin Phillips made the commitment to schedule two or three congregational gatherings throughout the year  
On behalf of the Ministry and Personnel committee Margaret Phillips thanked the staff and volunteers of St. Andrew's for their hard work and dedication.

Mavis Prokopiuk moved the meeting be adjourned. Carried.

## Worship

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Our combination of Saturday Evening worship and Sunday morning worship gives us a variety of opportunities and styles to engage many people and recognizes that people worship in different ways. Music is an important part of this ministry through adult choir and offers many opportunities for others to share their musical gifts and skills as we worship together. We celebrate the importance of new life through baptism and communion. Children are encouraged to participate in worship. Their energy gives worship a new spirit. Hospitality is a fundamental part of worship which we live out through our greeters and fellowship time.

## Worship Committee Report

Submitted by Debbie Quinn

The members of the Worship Committee for 2016 were Shani Apland, Crystal Bailey, Donna Burnard, Dianne Holfeld, Mavis Prokopiuk, Rev. Jen Dresser and Debbie Quinn.

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We want to thank Pat Bishop for all her years of service on this committee.

During the year:

we received 5 individuals by Sacrament of Baptism;

we received 4 individuals by confirmation;

we received 4 individuals by Profession of Faith;

there were 4 weddings officiated on behalf of St. Andrew's;

there were 11 funerals conducted on behalf of St. Andrew's.

Saturday night worship continues to take place. If you haven't had the opportunity to check out this relaxed style of worship please consider this your invitation.

Thank you to Kyla Eiffert and Shani for organizing hymn sings prior to worship once a month. We appreciate the opportunity to sing a few favourite hymns as well as learning new hymns.

Thank you to Crystal Bailey, Sarah Greensides and Debbie Quinn who led worship while Jen was off on continuing education or holidays.

Thank you to everyone who volunteers their time and talents during worship and beyond.

Last but not least thank you to Jen, Allycia and Shani for going above and beyond the call of duty. We are so fortunate to have you in our midst.

**Senior Choir Report** submitted by Debbie Quinn

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Although at times it feels like our numbers are shrinking, especially during the winter, we manage to sing an anthem most Sunday mornings. We also sing at the nursing home and Queen Elizabeth Court.

If you love to sing think about coming to choir rehearsal Thursday evenings at 7:30 or give Shani a call.

The end of May the choir again gathered for a relaxing evening of food and fellowship at CherryDale. Thank you to Dale, Myrna and staff for a wonderful evening.

In December we joined our voices with children from the Sunday School and sang a few songs together as well as a few numbers on our own. We have been fortunate to have a few children join us in the choir loft off and on this year and we hope it continues.

Don't forget if you are interested in purchasing a celebration anthem a donation of \$75 can be made to the church and marked for the "Celebration Anthem Fund". We will do our best to find that special piece of music to fit the occasion.

Shani, thank you for sharing your gift of music with the people of St. Andrew's, we are so fortunate to have you in our midst.

**A J From Shani** Musically yours, Shani Apland

I want to thank everyone in the choir who are so willing to share their time and talents to the music ministry of St. Andrew's. It is a joy to work with such a great group of singers that faithfully attend weekly rehearsals and Sunday worship services.

A special thank you to:

Those who come to help lead the singing for funerals, nursing home services and Queen Elizabeth Court hymn sings.

To Carla Laycock, Karen Muir and Kerry Linsley who are so willing to play for services when I'm away.

To Kyla Eiffert who leads our Sunday morning Hymn sings each month. This is a time when we learn new hymns and also ask for some of your favourites.

To Debbie Quinn, our secretary-treasurer for all she does for me, the choir and the church, sharing her time and talents so generously.

To Jen and Allycia for being such a supportive staff. It is a joy to work with them.

Thank you to the congregation for their appreciation of the music ministry of St. Andrew's. It is a joy and a privilege to be a part of this church community.

## **Pastoral Care & Community Building**

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This area of ministry is all about connecting people within our faith community by sharing food, friendship, visiting, phone calls, services in care homes and funerals. We are encouraging all individuals to share with us their personal goals, celebrations, challenges and experiences. Sometimes connecting with individuals through technology is easier than in person and we welcome both.

The History Committee of St. Andrew's United Church met four times this year in February, May, September and November. Members of the History Committee are Marjorie Cross, Luba Magis, Geoff Rushowick and Evelyn Wotherspoon. Rev. Jen Dresser and Allycia Korol attend our meetings and give us valuable advice and information.

The Budget – We receive \$100.00 in the St. Andrew's budget, and \$50.00 from the U.C.W. for a total of \$150.00. Thank you.

We honored Harold and Wilma Wilkinson in our church bulletin for their loyalty to our church, and for their many contributions to St. Andrew's.

The search for acid free boxes is ongoing.

We purchased a show and tell cart for \$65.99 and "A History of the United Church" by Don Switzer for \$26.44 (The book is in the history room). Total of \$92.43.

The U.C.W. blue quilt which is a valuable artifact of our congregation is stored in the history room.

The summer festival tour of St. Andrew's was successful – 23 people toured our church.

Essie Johnson memorabilia is in the history room.

2017 will be Canada's 150<sup>th</sup> Birthday and the U.C.W. 50<sup>th</sup> Anniversary, we are discussing ways to celebrate these occasions.

Thank you to Margaret & Martin Phillips for continuing to take pictures of the church activities – they are put on display and help us to celebrate our history.

In December we were asked to compile a picture board of Harold Wilkinson's church life. Marjorie Cross undertook this project and it was much appreciated.

## CHURCH STATISTICS – 2016

### St. Andrew's United Church Funeral Registry

Harold Spracklin	Ralph Meays
Kelly Blight	Stanley Waselenchuk
Jack Wilson	Mary Wilson
Christine Falkowsky	Olga Swidzinski
Lillian Elaschuk	Harold Wilkinson
Sheila Schmidt	

### St. Andrew's United Church Marriage Registry

Colin Maleschuk and Ogonnaya Oji  
Zachary Mackinnon and Heather Spokowski  
Billy Teslak and Charlotte Hutchins  
Connor Hunt and Lee Sharp

### St. Andrew's United Church Baptisms

Julia Kitchen	Jonathan Stadnyk
Hudson Hnidey	Oliver Gregoire
Ella Morley	

### Profession of Faith

Lisa deGooijer	Ryan Kitchen
Judy Sawchuk	Christopher Stadnyk

### Confirmands

Bryanna Jack	Elain McCredie
Jasmine Hueser	Mitchell Hnidey

## **Mission & Outreach**

Over the last year, we have had opportunities to respond to needs in our world. We are truly blessed to have Frehiwot and Saron join St. Andrew's a year ago. Opening our church doors to the community through the food shelf and warm clothes allows us to care for people who are struggling to make ends meet within the community and our church family. Developing a relationship with individuals who come with Whitespruce Training Center allows us to create a welcoming, non-judgmental environment. We also contributed to the Mission and Service Fund which supports ministry across Canada and around the world.

## **Faith Formation**

Throughout life people encounter questions about their faith. Being able to engage people through Bible study, Messy Church, Vacation Bible School, BLAST and Sunday school reinforces and grounds us in what it means to be a Christian in today's culture.

## Administration:

In order for St. Andrew's to offer the programs and opportunities that touch and change people's lives there is much work that happens behind the scenes. These include the work of the Leadership Team and Ministry and Personnel committee. The building allows us to have space to offer these programs and to create space for other community organizations.

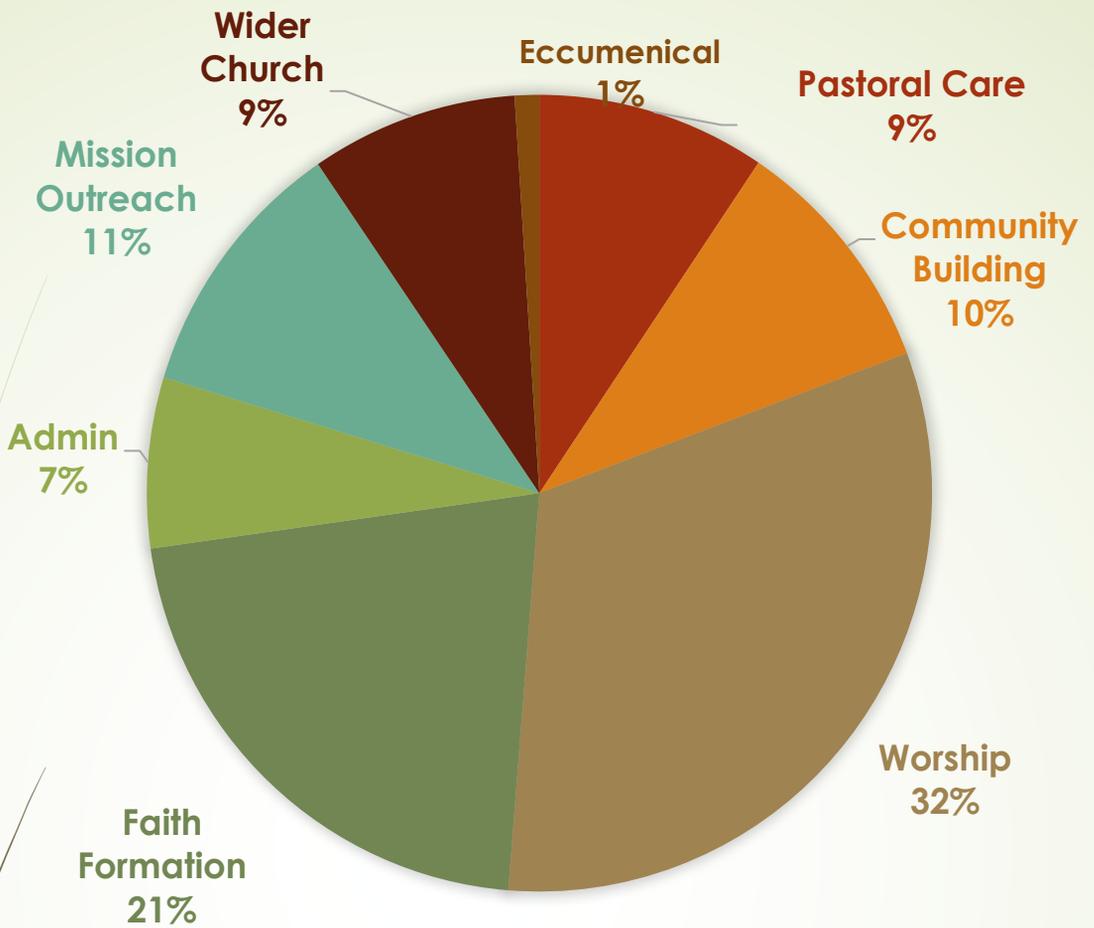
You might wonder why there's no pie chart on this page showing the cost of administration.

The administrative, property and staff expenses have been distributed through the previous areas of ministry to show what it actually costs to operate the various programs of ministry.

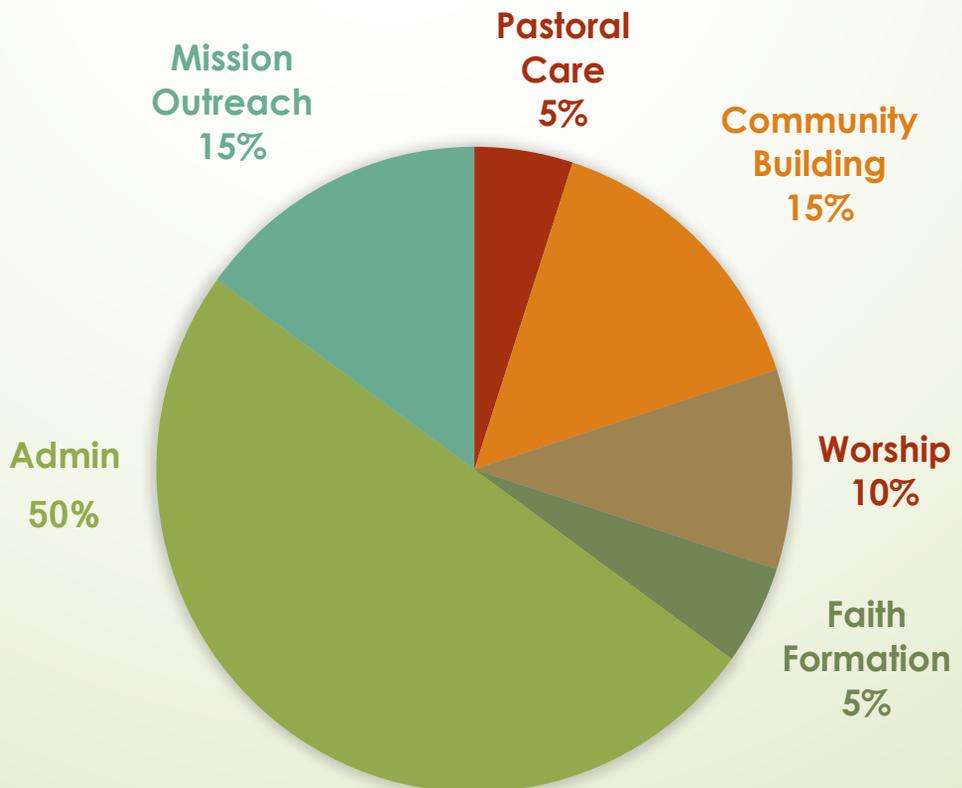
Staff use their time in many ways to support these programs. Most of the organist/choir director's time is spent focusing on music and preparing for worship. On the next page you will see a breakdown of how the minister and administrator use their time.

# Minister Time Use

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# Administration Time Use



## Leadership Team - Annual Report 2016 – Cynthia Jack

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Over the last year the congregation has engaged in several ministry projects. We began the year by welcoming Frehiwot and Saron from Eritrea. We give thanks for the many people who have supported them with time, energy and financial resources. Our congregation's financial obligation is complete but we hope people will continue to engage with Frehiwot and Saron and be part of their growth and life in Canada.

We continue to work with Whitespruce Training Centre. The work crew cleans our building, does yard work, removes snow for several seniors and helps with many other tasks. This relationship has brought spiritual change within the congregation and for many work crew participants. Lunches and Prison Fellowship create opportunities for relationship and support which will encourage hope. On release, several work crew members have continued to drop in, seek support and engage with the church.

This winter we have received donations of winter clothing, including coats to share. This project has been noticed by other businesses and churches which have begun to contribute clothing and food for the food shelf. Sunday school and the Whitespruce work crew have been making soup in a bag to help stock the shelf. The food and clothing shelf are accessed by community and congregation members on an as needed basis. Thank-you for keeping these shelves generously filled with items to share.

This year we were approached by Saskatchewan Pride Network to participate in hosting Yorkton's first ever Pride week. Several congregation members attended the flag raising at City Hall followed by cake and coffee at the church. A coffee party was well attended by community members. Saturday Night Worship and bowling was a relaxed way to welcome in and build new relationships. Watch for other events in this ongoing partnership.

Christian education continues to be an important part of our identity as a congregation. Several adults regularly participate in Bible Study that has expanded to include an evening gathering. Sunday school happens twice a month at 9:45 so children and parents are able to be present in worship. BLAST is a new group for 8-12 year olds (with additional leadership from teens and adults) which gathers once a month to enhance and deepen personal growth, learning and faith building. Messy church continues to be an opportunity for building relationships across generations through play and interaction. All ages are welcome. We continue to offer Saturday night worship on a monthly basis with a focus on music, interaction and a relaxed atmosphere.

Christianity 101 was offered as a confirmation and refresher on faith. Book club gathers regularly for conversation and reflection. A multi-faith event offered the opportunity to learn about other faiths in Canada and included a display of artwork by Saskatchewan youth. We hosted Vacation Bible School with 35 children and look forward to embracing the opportunity for another event this summer. We offered a bursary to a youth to attend Wellman Lake United Church Camp.

We celebrate all the time and effort that has been put into church groups, activities and fundraisers including (but not limited to) the cookie walk, teas, ham and meatball supper, the envelope challenge, soup haven supper, baking, donations of many kinds, participation in worship, coffee and goodies after worship, Sunday school, messy church, BLAST, U.C.W., quilters, choir, nursing home services and communion, time and talents co-ordinators, caregivers support group, history interest group, refugee interest group, Vacation Bible School, Ministry and Personnel committee, stewardship interest group, finance committee, worship committee, property committee, people who fix, clean things and remove snow, sponsoring bulletins, the Thanksgiving dinner, community lunches with Whitespuce, funeral lunches, billets, silent auction, congregational gatherings, bowling lunch, Easter breakfast, soup and bun lunch, pastoral care visitors, prayer companions, people who write cards, and many others. Our building continues to be used by many community groups including community choir and band, Weight Watchers, Habitat for Humanity, Registered Music Teachers and Music Festival, and a variety of concerts.

As a leadership team, we have a strong sense of God's spirit leading us in these ministries. Our hope for the future is that we will have more participation in various volunteer roles. No matter what stage of life you are in we invite you to be engaged. There is no one too old or too young to share their gifts. Being involved brings fulfilment and more strength within yourself and our church community and is also a way of building strong relationships and deepening faith. The outcome are gifts and blessing that are shared in abundance. Your leadership team is excited about the upcoming year and seeing where the spirit will lead us. We hope that you participate fully in the life and work of the congregation.

We recognize that not everyone is comfortable with the direction the spirit is leading us but we want to encourage constructive conversations that build and strengthen relationships. Not everyone understands our individual struggles so let's embrace these changes and each other with love, compassion and empathy. Following faithfully sometimes leads us to difficult places and is not always easy. Please join us in praying and working together to nurture a faith community that will be strong and rooted for the future.

## Minister's Report

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**“Keep alert, stand firm in your faith, be courageous, be strong. Let all that you do be done in love.”**

1 Corinthians 16:13–14

I continue to enjoy ministry in this congregation. I am excited by new possibilities and opportunities that are presenting themselves. I am grateful for the ways in which many have responded with compassion to those who are most marginalized in our community. I give thanks for people stepping to many different leadership roles. I hope that we will continue to explore what it means to be a welcoming congregation and how God's spirit continues to move among us to seek justice and resist evil.

I am also aware that some folks struggle with the direction in which the congregation is moving. Regardless of whether we agree or disagree with each other we are called to love each other. This can be a struggle at times. It is okay for us to disagree but we need to speak to each other as though we are speaking to Christ. If we take seriously the theology that Christ's spirit is within each of us, then whenever we speak to each other we speak to Christ's spirit. I want to encourage a culture of love and respect for each other.

These words from Corinthians have good advice for us as we live together in this congregation. “Keep alert, stand firm in your faith, be courageous, be strong. Let all that you do be done in love.” Perhaps these words should shape what we say and how we say it.

In a world where there is much uncertainty and instability these words remind us of how important it is to live faithfully and be strong in that faith and be a loving presence in a world where we experience violence and hatred. As we seek to respond to the uncertainty we need to choose love.

As we continue to step into the future, we know and trust that God's spirit continues to enliven this congregation. I look forward to another year of learning, serving and seeking God's presence together.

In love and compassion,

Rev. Jen Dresser

# 2017 Committees

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## **Leadership Team**

Ministry & Personnel Member – Margaret Phillips

Worship Member – Crystal Bailey

Treasurer – Martin Phillips

Property Chair – Chris Kachur

Presbytery Rep – Brian Beck

Members at Large

Jeff Possberg

Judy Sawchuk

Cynthia Jack

Church Administrator – Allycia Korol

Minister – Rev. Jen Dresser

## **Worship Committee**

Chair- Debbie Quinn

Dianne Holfeld

Mavis Prokopiuk

Crystal Bailey

Donna Burnard

Shani Apland

Jen Dresser

## **Ministry & Personnel**

Margaret Phillips

Brian Beck

Donna Burnard

Don Chesney

## **Finance**

Chair- Gordon Flett

Treasurer – Martin Phillips

Dave Farrell

Jen Dresser

## **Property Committee**

Chair – Chris Kachur

Martin Phillips

**1. A New Creed**

- 1.1 This statement of faith, adopted by the 1968 General Council of the United Church of Canada reflects the faith base of St. Andrew's United Church, Yorkton, Saskatchewan

**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 hope.**

**In life, in death, in life beyond death,  
God is with us.**

**We are not alone.**

**Thanks be to God.**

**2. Name**

- 2.1 The name of the congregation shall be St. Andrew's United Church, Yorkton, Saskatchewan.

**3. Preamble**

- 3.1 St. Andrew's United Church, Yorkton, is a Christian family called together through God's love. We seek to share our belief in the ways of Jesus Christ, and to be nourished and strengthened by faith. We strive to develop, enhance, and enrich our faith as a congregation. We hope to be a caring and sharing church community, through meaningful worship and outreach in the world around us and in a Spirit of equality, respect, love, and acceptance of God's creation.

## 4. Leadership Team

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- 4.1 The Leadership Team shall be mandated by the life and the work of the congregation of St. Andrew's United Church, Yorkton, in accordance with *The Manual of the United Church of Canada*, and subject to the advice of Good Spirit Presbytery, and Saskatchewan Conference. The ministries of St. Andrew's United Church, Yorkton, shall be expressed through the faith-guided efforts of the following committees; Worship, Ministry and Personnel, Finance, Property and also Interest Groups that shall be accountable to the Leadership Team.
- 4.2 The Leadership Team shall organize its functioning officers at their first meeting. The Leadership Team shall consist of a maximum of 11 members or adherents of the congregation. The Leadership Team shall be comprised of Ministry and Personnel Representative, Worship Committee Representative, Treasurer or Finance Committee Representative, Trustee Representative, Property Committee Representative, and 6 members at large. The congregation's called or appointed Minister or Pastoral Charge Supervisor or an Appointee of the Presbytery must be present whenever the Leadership Team meets. The Church Administrator acts as the recording secretary and has no vote.
- 4.3 The terms of office for the Leadership Team shall be three years with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment.
- 4.4 The Leadership Team shall hold meetings no fewer than 8 times between consecutive Annual Meetings.
- 4.5 Decisions shall be made by consensus except when a majority vote is deemed appropriate by the moderator.
- 4.6 A quorum shall be five members of the Leadership Team plus the Minister or a presbytery representative.
  - 4.6.1 In the case of an emergency during the summer months of staff holidays and church closure when a Leadership Team quorum may not be possible or Ministry staff is absent, a decision on financial or administrative matters shall be made by no fewer than three people, including at least two Leadership Team members and one Trustee. If the emergency involves a staff member, the decision also shall require at least one Ministry and Personnel member and perhaps Presbytery or Conference staff.

- 4.7 Moderator: At each meeting a moderator shall be chosen to facilitate the next meeting and be the contact person between meetings. See Appendix 2 for a resource.
- 4.8 Corresponding Members of the Leadership Team (non-voting)
- 4.8.1 Three Elders will be approached from the congregation to serve as advisors to the Leadership Team. They may be invited at least once a year to meet with the Leadership Team to offer their observations of and visions for St. Andrew's United Church, Yorkton. Their term of office shall be two years with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment.
- 4.8.2 Each year, one or two Youth Representatives will be approached to meet with the Leadership Team at least once during the year to offer their observations of and visions for St. Andrew's United Church, Yorkton.
- 4.8.3 Two Presbytery Representatives shall be elected by the congregation at the Annual Meeting. Their term of office shall be three years with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment. Presbytery Representatives may be asked to report to the Leadership Team.
- 4.9 Responsibilities of the Leadership Team
- 4.9.1 The Leadership Team shall set and review short and long-term goals for St. Andrew's United Church, Yorkton, annually.
- 4.9.2 The Leadership Team shall review the Constitution, annually.
- 4.9.3 The Leadership Team shall receive the goals and financial requirements of the Interest Groups and a review of the year's work in a timely manner.
- 4.9.4 At each meeting, the Leadership Team shall receive a financial report and other reports as needed.
- 4.9.5 The Leadership Team shall act as the nominating committee. They shall ask for suggestions from the congregation to assist with filling upcoming vacant positions. They shall present their recommendations at the Annual Meeting.
- 4.9.6 Educating the congregation or pastoral charge on the mission of the United Church, both locally and in the wider church;

- Educating the congregation or pastoral charge on the funds needed for this mission and how they will be used;
- encouraging commitment and participation from the congregation or pastoral charge in this mission;

#### 4.10 Meetings of the Leadership Team

- 4.10.1 The meetings of the Leadership Team shall be open to the congregation. Visitors shall not join in the decision-making process.
- 4.10.2 The approved minutes of the Leadership Team meetings including financial and other submitted reports shall be available to the congregation in a timely fashion. The highlights of the meeting may be printed in the Sunday announcements following the meeting.
- 4.10.3 The Leadership Team shall present a report of the past year actions and activities in the Annual Report.

### 5. The Annual Meeting and Congregational Meetings

- 5.1 The members and adherents of the congregation shall meet annually. They may meet more frequently as required. The date of the Annual Meeting shall be set by the Leadership Team with appropriate notice as described in *The Manual of the United Church of Canada*. Congregational Meetings shall be called as outlined in *The Manual of the United Church of Canada*.
- 5.2 The Leadership Team shall arrange for the preparation of the Annual Report. The Annual Report shall reflect the activities of the Leadership Team, Committees, Interest Groups for the year immediately preceding the Annual Meeting. Copies of the report shall be made available to the congregation not later than one week prior to the Annual Meeting.
- 5.3 Members (those people whose names are on the Historic Roll of St. Andrew's United Church, Yorkton) in attendance at the meeting may vote on all matters. With the consent of these members, adherents, who are active in the congregation may vote on a financial or administrative matter. Adherents may not vote on anything involving the pastoral relationship, including searches, calls, and appointments as described in *The Manual of the United Church of Canada*. Voting shall be taken on the basis of simple majority established by a show of hands or otherwise, as determined by the congregation.
- 5.4 A quorum for any congregational meeting shall be twenty (20) full members.

5.5 The Leadership Team shall appoint a person to preside over the Annual Meeting and Congregational Meetings. The Leadership Team shall appoint a secretary to record the minutes.

245.6

The Annual and Congregational Meetings shall be conducted in accordance with "The Rules of Debate and Order" as found in *The Manual of the United Church of Canada*.

5.7 The congregation's Called or Appointed Minister, or Pastoral Charge Supervisor, or an Appointee of the Presbytery shall be present whenever the congregation meets.

5.8 At the Annual Meeting, the congregation shall:

- receive the Annual Report;
- name new members as required for the Leadership Team, Trustees, Presbytery Representatives as presented by the Leadership Team;
- vote on the proposed budget;
- set general policy;
- approve appointments to the Ministry and Personnel, Worship, Finance, and Property Committees.

5.9 The agenda of the Annual Meeting shall include:

- extension of Voting Privileges;
- approval of the Agenda;
- approval of the minutes of the previous Annual Meeting;
- motion to receive the Annual Report;
- business arising from the previous Annual Meeting;
- new business;
- approval of the Budget; and
- reports of the Committees, Interest Groups,
- nominations

5.10 Newly elected members shall begin their responsibilities following the Annual Meeting.

## 6. Committees and Interest Groups

6.1 There shall be five committees:

- Ministry and Personnel
- Trustees
- Finance
- Worship and
- Property

(see Appendix 1 for a list of responsibilities)

6.2 The Leadership Team may appoint ad hoc committees as necessary to carry out its work.

6.3  
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All other activities of church life may be formed through Interest Groups, with the approval of the Leadership Team.

6.3.1 Each Interest Group shall generate its own membership and name a Chair or Secretary if deemed necessary by the membership.

6.3.2 There shall be no outside nomination process for these Interest Groups; however, if an Interest Group vital to the ongoing life and ministry of the congregation ceases to function, the Leadership Team may take the responsibility of nominating new members or may make alternate recommendations to the congregation to ensure that the organization and activity of a ministry continue.

6.3.3 Interest Groups shall be accountable to the Leadership Team through goal setting, a budget (if required), and a review in a timely manner.

6.3.4 An Interest Group may request time on the Leadership Team's agenda to present a concern or idea, to request action, or to seek direction.

## 7. Amendments

7.1 The congregation of St. Andrew's United Church, Yorkton, shall amend this constitution by a two-thirds vote at a Congregational Meeting.

7.2 Members and adherents of the congregation may propose changes to the Constitution. Any such changes, including written explanatory reasons, shall be presented to the Leadership Team.

7.3 The Leadership Team shall review all proposed changes and, if the changes are deemed appropriate, shall call a Congregational Meeting to present a motion.

7.3.1 These proposed changes shall be included in the following Annual Report.

7.4 Any changes to the constitution must be approved by presbytery.

\*\*\*\*Should there be any discrepancies between this Constitution (2017) and the current edition of the Manual of the United Church of Canada; the Manual shall be deemed correct.

## 26 Appendix 1 – Duties of Committees

### **Ministry and Personnel**

Purpose: to oversee all matters relating to paid church personnel and Ministers as per *the Manual of the United Church of Canada* and *Ministry and Personnel (M&P) Committee Guidelines*

Duties:

- being available for consultation and support for matters involving the pastoral charge staff;
- overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- making any recommendations needed as a result of these reviews to the governing body;
- revising position descriptions of pastoral charge staff as needed;
- conducting annual performance reviews of the pastoral charge staff;
- ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
- maintaining close contact with the presbytery Pastoral Relations Committee.

### **Trustees**

Purpose: to exercise such powers as are set out in the Model Trust Deed Appendix II in *the Manual of the United Church of Canada*

### **Finance**

Purpose: to oversee the financial affairs of the church

Duties:

- to meet on a regular basis in order to:
  - to manage all financial affairs of the church
  - to coordinate all fund raising activities
  - to provide advice on financial matters and administration of funds to prepare the budget
  - to provide timely information to the congregation concerning financial affairs of the church
  - to appoint one member to sit on Leadership Team
- reviewing regularly the balance of funds given for local purposes and funds given for the Mission and Service Fund.

The Treasurer of St. Andrew's United Church, Yorkton, shall be a member of Finance Committee. Duties of the Treasurer shall be to oversee the financial management of the church.

## **Worship**

**Purpose:** To oversee all matters pertaining to the service of worship at St. Andrew's United Church, Yorkton and to be responsible for the spiritual oversight of the congregation.

**Duties:**

- to ensure the integrity of the service of worship including music
- to procure pulpit supply
- to see to the administration of the Sacraments:
  - Holy Communion
  - Baptism
- to oversee all duties pertaining to the worship service and use of sanctuary
- to recommend and review policy regarding sanctuary use
- Present to the Leadership Team approved:
  - Transfers of memberships
  - Baptisms
  - Weddings
  - Confirmation
  - Meeting the faith formation and Christian education needs of the congregation for various age groups

## **Property**

**Purpose:** to oversee all matters relating to the church buildings, property and equipment.

**Duties:**

- to maintain all property (buildings and equipment) owned by the congregation
- to plan for present and future needs of the congregation regarding the property, the buildings and equipment.
- with the approval of the Leadership Team, to recommend to the congregation any projects regarding capital expenditures .
- with the approval of the Leadership Team, to request tender for capital equipment or building projects.

## Appendix 2 - The Role of Moderator of St. Andrew's United Church

We've chosen to have a rotating moderator for our Leadership Team which gives opportunity for all the Leadership Team to practice facilitating a meeting. Some people find this a comfortable and natural role. Others may find it challenging.

Between meetings, the moderator is "the go-to person" for any issues that may arise. It may be helpful to check-in regularly with the staff to see if anything is emerging. You may also be approached by people in the congregation with concerns. Before the meeting, the moderator should talk with the staff about agenda items and background information and establish an agenda.

At the meeting, the moderator listens to the conversation. Some people are naturally more extroverted or someone may be particularly passionate about certain issues. These voices tend to be heard more easily. The moderator needs to encourage participation by all members of the Leadership Team. There is a balance between helpful conversation and moving through the agenda in a timely manner. The moderator needs to leave space for people to speak but keep the meeting from getting bogged down on a particular issue. This is a somewhat intuitive skill. Each person will have different ways of doing this therefore each meeting will be different. Since we work in a consensus model, the moderator looks for consensus. If it seems that most people agree on a particular topic the moderator can check that they have understood that consensus correctly before the decision is noted in the minutes and the group moves on. If it seems that the group is divided the moderator may reframe the conversation to find common ground. Consensus does not necessarily mean we all agree but that we work towards solutions we can all live with.

Occasionally conflict will arise. It is appropriate to encourage silent reflection or a time of prayer to calm our spirits. It may also be that an issue needs to be left until later in the meeting or set aside to a future meeting.

Financial and legal issues must be voted on, not dealt with on Consensus basis.