

**Constitution of St. Andrew's United Church  
Yorkton, Saskatchewan  
March 2017**

**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

- 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 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 re-cording 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.
- 5.6 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
- 5.7 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 All other activities of church life may be formed through Interest Groups, with the approval of the Leadership Team.
  - 6.3.2 Each Interest Group shall generate its own membership and name a Chair or Secretary if deemed necessary by the membership.
  - 6.3.3 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.
  - 6.3.4 Interest Groups shall be accountable to the Leadership Team through goal setting, a budget (if required), and a review in a timely manner.
  - 6.3.5 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.
  - 7.3.2 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.

## **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.