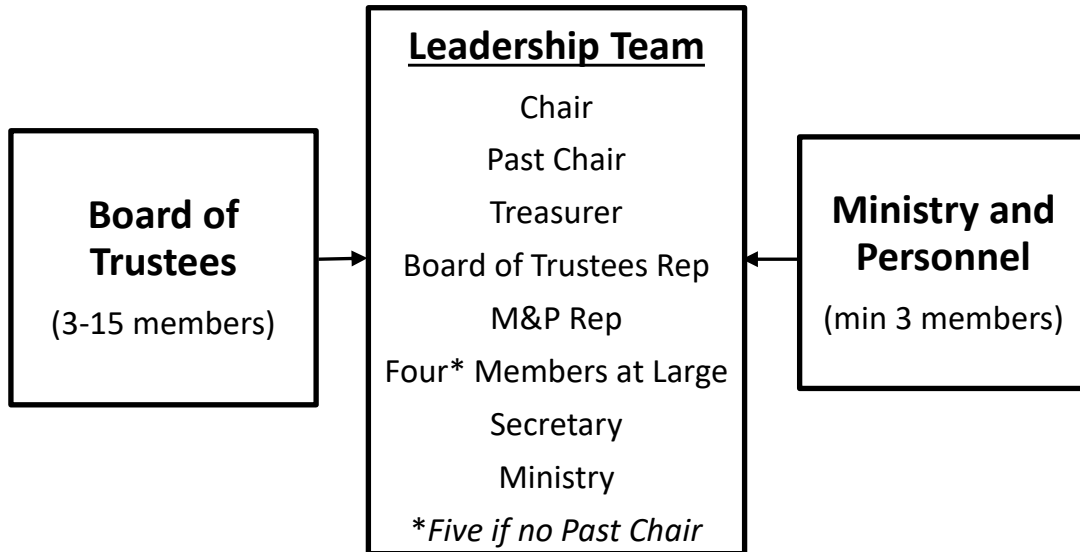


CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

Dalston-Crown Hill United Church Governance Structure (Approved by Annual Meeting, January 29, 2017)



Ad Hoc Committees and Interest Groups which are approved by the Leadership Team. They must be in alignment with the Vision and Mission of Dalston-Crown Hill United Church. They gather to work on specific mission activities, affinities, interests, and passions

Note: This is the Streamlined Board Model as described by the United Church of Canada and is modelled after the Constitutions of Knox United Church in Kenora and the Lake of Bays United Church.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

1. Mission and Vision

Our Vision Statement

“GROWING SPIRITUALLY WHILE CELEBRATING DIVERSITY”

Our Mission Statement

We commit to being respectful of God’s creation and to being God’s hands and feet in a hurting world, addressing the spiritual needs of our community while celebrating diversity. Our immediate focus is: As the body of Christ in the world we commit to becoming a community of faith to which youth want to belong. We commit to reclaiming the church’s historical role of a gathering place to meet the needs of the community through special projects, educational events, social times as well as varied opportunities for spiritual growth. We commit to searching for ways and means of moving beyond the limitations of our buildings. We believe that these commitments advance the mission of Jesus Christ in our world.

2. Name

2.1 The name of the congregation is Dalston-Crown Hill United Church.

3. Preamble

3.1 The Constitution of Dalston-Crown Hill United Church, Dalston, Ontario, describes and organizes the ministries of the congregation so that they can best be the church - celebrating God’s presence, loving and serving others, respecting creation, seeking justice, resisting evil, and proclaiming Jesus.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

4. Leadership Team

4.1 The Leadership Team shall be mandated by the congregation to oversee the life and work of Dalston-Crown Hill United Church in accordance with The Manual of the United Church of Canada, and subject to the advice of The Toronto Conference of the United Church of Canada and Living Waters Presbytery. The ministries of Dalston-Crown Hill United Church, Dalston, shall be expressed through the faith-guided efforts of Committees and Interest Groups that shall be accountable to the Leadership Team.

4.2 The Leadership Team shall consist of eleven members or adherents of the congregation who shall serve in the following roles:

- Chair
- Past Chair
- Church Secretary
- Minister
- Representative from the Ministry and Personnel Committee
- Representative from the Board of Trustees
- Church Treasurer, and
- Four Members-at-Large.

The Congregation's Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee of the Presbytery shall be present whenever the Leadership Team meets.

The Church Secretary will act as Recording Secretary for the Leadership Team. The Presbytery Representative shall be selected from the Leadership Team members and approved by the Congregation.

In the absence of a Past Chair at the time of the Annual Meeting, for whatever reason, there will be five Members-at-Large selected for the Leadership Team. In the case of resignations between Annual Meetings, the Leadership Team will nominate and request Congregational approval for a replacement.

4.2.1 Each of these eleven Leadership Team members shall have a written position description which is described below.

4.2.2 Members of the Leadership Team will be nominated for their skills and gifts. Desirable skills and gifts for a team member include: the ability to pay attention to what is happening around them; good communication; good listening; organizational skills; vision for the future and the ability to think ahead; an interest/passion for the work of the church; the ability to work as a team player. Self nomination is possible.

4.3 The terms of office for the Leadership Team shall be two years with a possible two-year extension after which a one-year break shall be taken before accepting further election or appointment. Exceptions are possible but must be approved by the Congregation.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

4.4 The Leadership Team shall hold meetings bi-monthly or at such times as necessary, but not fewer than six times between consecutive Annual Meetings.

4.5 The Leadership Team may appoint Interest Groups or ad hoc committees as necessary to carry out its work; or, other committees may form as necessary to carry out the work of the pastoral charge (e.g. Worship, Outreach, PowerPoint, Music, Envelope Secretary, Fundraising, Visioning, Pastoral Care, Christian Education, Communications) or to do the work of the mission of God in the world (e.g. social justice)

4.6 Decisions shall be made by consensus except when a majority vote is deemed appropriate by the Chair. A quorum shall be four exclusive of the Minister or Minister Representative and Secretary

In the case of an emergency when a Leadership Team quorum may not be possible or Ministry staff is absent, a decision shall be made by no fewer than three people, including at least 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 The Leadership Team shall set and review short- and long-term goals for Dalston-Crown Hill United Church annually.

4.7.1 The Leadership Team shall keep the Constitution as a guide to its work and conduct a review of the Constitution at least every second year.

4.7.2 At each meeting, the Leadership Team shall receive a financial report, a report from Ministry and Personnel, Board of Trustees, and a report from the Ministry staff.

4.7.3 The Past Chair of the Leadership Team shall serve as the Chair of the Nominating Committee and shall ask two other people from the congregation to assist with filling upcoming vacant positions. In the absence of the Past Chair, another member of the Leadership Team shall serve as Chair of the Nominating Committee after being selected by the Leadership Team. This committee shall meet toward the end of the calendar year and shall present its recommendations at the Annual Meeting.

4.8 The meetings of the Leadership Team shall be open to the congregation. Visitors shall not vote.

4.9 The draft Minutes of the Leadership Team meetings including financial and other submitted reports shall normally be available within one month after each meeting. The highlights of these meetings shall be presented to the congregation following each meeting.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

- 4.10 The Chair of the Leadership Team shall present a report of the past year's decisions and motions to the Annual Meeting.
- 4.11 Each year, the Leadership Team will host a focus group meeting with each of the two age groupings not usually represented on the Leadership Team, Seniors and Youth, for the purpose of determining the effectiveness of programming for these age groups.

5. The Annual Meeting and Congregational Meetings

- 5.1 The members and adherents of the congregation shall meet annually in February. They also 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, and 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 Voting at the Congregational meeting and the required Quorum will be governed by The Manual of the United Church of Canada.
- 5.4 The current Chair of the Leadership Team shall preside over the Annual Meeting and Congregational Meetings. The Secretary of the Leadership Team shall record the minutes. In the absence of the Chair or Secretary, the Leadership Team may name a replacement.
 - 5.4.1 The congregation's Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee of the Presbytery shall be present whenever the congregation meets.
- 5.5 At the Annual Meeting, the congregation shall:
 - receive the annual report;
 - elect new members for the Leadership Team, and Presbytery Representative as presented by nominations;
 - vote on the proposed budget;
 - set general policy;
 - approve the Leadership Team appointments to the Ministry and Personnel Committee and Board of Trustees.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

- 5.6 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
 - Approval of the Budget
 - Reports of the Committees, Interest Groups
 - Nominations
- 5.7 Newly elected members of the Leadership Team and other appointed leaders shall begin their responsibilities the first meeting following the Annual Meeting where Nominations are approved. This meeting should be no later than 4 weeks following the Annual Meeting.

6. Committees and Interest Groups

- 6.1 There shall be two committees – Board of Trustees and Ministry and Personnel Committee. They shall follow their mandate as outlined in The Manual of the United Church of Canada.
- 6.1.1 The term of office for the Board of Trustees and members of the Ministry and Personnel Committee shall be normally three years with the possibility of additional one year renewals up to a total of six consecutive years after which there must be at least a one year break before serving in this capacity again. Exceptions are possible but should be approved by the Congregation.
- 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 out of interest into Interest Groups. Each Interest Group must be approved by the Leadership Team based on alignment with the vision and mission of Dalston-Crown Hill United Church.
- 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 nominations 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.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

- 6.3.3 Service within Interest Groups may be on-going. There is no ‘term of office’.
- 6.3.4 Interest Groups shall be accountable to the Leadership Team through an assigned Leadership Team Member.
- 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 Dalston-Crown Hill United Church shall amend this constitution by a majority 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 Chair of 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.
 - 8.3.1 The approved changes shall be included in the following Annual Report.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

POSITION DESCRIPTIONS Dalston-Crown Hill United Church LEADERSHIP TEAM

Nominations for the Leadership Team and two Committees (M&P and Trustees) are done by the Leadership Team and require approval at the Annual Congregational meeting. The Ministry and Personnel Committee and the Board of Trustees shall nominate their representative on the Leadership Team and select their Chair.

Responsibility of the Chair of the Leadership Team:

1. Call a meeting of the Team (at least 2 Sundays before the meeting) at least 6 times per year.
2. Chairing all Team and Charge Meetings
3. Taking votes and announcing the results
4. Vote on issues only if there is a tie
5. Presiding and keeping order at the Team and Charge meetings
6. *Answer phone calls and messages from members of the pastoral charge*

Responsibility of the Past Chair of the Leadership Team

1. To advise the current Chair.
2. To act for the Chair when he is not available.
3. To assist the Members at Large in their duties.
4. If a Past Chair has left the congregation or no longer desires to be a member of the Leadership Team, this position will be left vacant and a third Member-at-Large will be selected.

Responsibility of the Charge Treasurer

1. The Charge Treasurer will be a member of the Team, and attend all meetings.
2. Responsible for all financial matters of the Charge in relation to personnel and other matters decided by the Team
3. Works together with the Congregation on Allocations, Annual reports and other matters decided by the Charge.

Responsibility of Members at Large

1. The Members at Large will make sure that the normal functions of the congregation are running smoothly.
2. They will divide up the responsibilities for Worship, Christian Education, Greeters, Counters, Refreshments, etc. Whenever possible, members of the congregation will be tasked with these duties.
3. They will also keep informed regarding the Ad Hoc Committees and Interest Groups of the Congregation and report back to the Leadership Team as required.

CONSTITUTION OF DALSTON-CROWN HILL UNITED CHURCH

Responsibility of Representatives from the Ministry and Personnel Committee and Board of Trustees

1. To represent their committees at meetings of the Leadership Team

Responsibility of the Secretary:

The Secretary of the Team is normally the Charge Secretary..

1. Takes all minutes of the Team and Charge meetings
2. Ensure that the minutes and membership roll, registers, records and all other documents are kept safe. This does not mean actually updating all these documents (e.g. roll and registers) but keeping track of them and ensuring that they are stored securely.
3. Send the minutes, membership roll, records and other necessary documents to Living Waters Presbytery as requested
4. Receives and sends correspondence for the Team

Ministry and Personnel Committee

The committee responsible for the oversight and support of salaried staff that is required in all models of board governance in the United Church. It should consist of at least three members nominated by the Leadership Team and approved by the Congregation. The duties of the M&P committee are outlined on the United Church of Canada Web site.

Board of Trustees

The Board of Trustees, holds all of the property of the congregation for the use and benefit of the congregation and on behalf of The United Church of Canada. It should consist of a minimum of three members and not more than 15 members. These members are nominated by the Leadership Team and approved by the Congregation. The duties of the Board of Trustees are outlined on the United Church of Canada Web site.