

# **FIRST UNITED CHURCH POLICY AND PROCEDURES**

FIRST UNITED CHURCH  
223 – 3RD AVENUE NORTH EAST  
SWIFT CURRENT, SASKATCHEWAN

First Published 1970

Revised 1980, 1994, 2002, 2003, 2008, 2009, 2011, 2016, 2017

Approved by Church Council January 23, 2020

To be reviewed annually and revised as necessary.

# First United Church Policy and Procedures

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## First United Church Policy and Procedures

### **Preamble**

In the body of Christ, the interests and gifts of each member work together for the good of the whole and the whole church is equipped to praise and serve God. Congregational leadership is a shared responsibility valuing the opinions and participation of all members.

Our Council System, first introduced in 1970 and revised in 2012, provides a broad base for participation in the organization and in the life and work of the congregation of First United Church. This 2019 revision of our Policy and Procedures Manual reflects our current practice and is consistent with The Manual 2019 of the United Church of Canada.

The Church Council nurtures, coordinates, and gives direction to congregational life and work. The Committees and Working Groups that make up the Church Council focus on particular subject areas. Within their subject areas committees are responsible to keep the Church Council informed, to ensure the congregation is well served, to provide those who do the work with the resources and mandate they need, and to set goals and new direction.

### **First United Church Mission Statement**

*We, at First United Church, are called by the spirit  
to be a caring community of faith  
actively pursuing spiritual growth and compassionate outreach.*

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**Definitions**

Adherent	A person who contributes regularly to the life and work of the congregation but is not a member or full member.
Annual Meeting	Annual Congregational Meeting, Annual General Meeting, AGM
Chair	Leader of Church Council, Committees, and Working Groups.
Church	The United Church of Canada
Church Council	The governing body of First United Church
Church Council Executive	A subset of the Church Council consisting of the Chair, Vice-Chair, Past Chair, Church Council Secretary, Treasurer/Chair of Stewardship Committee, Member-at-large, and Minister(s).
Congregation	A congregation is a group of people that meets for public worship, and that it has been formed as a congregation of the United Church. The Manual 2019.
Congregational Chairperson	The person elected by the congregation to chair congregational meetings. Term – 3 years. The Manual 2019 B.6.1.
Congregational Secretary	The person elected by the congregation to perform secretarial duties at the Annual Meeting or other congregational meetings. The Manual 2019 B.6.2.
Church Council Secretary	The person elected by the congregation to perform all secretarial duties at Church Council meetings, Executive meetings, the Annual meeting, and congregational meetings.
Council	The United Church is organized into three levels, or councils: - the governing body of the pastoral charge (At First United, this is the Church Council.) - the Regional Council (For First United, this is Living Skies Regional Council) - the General Council The Manual 2019.
Full Member	A person becomes a full member of the congregation through adult baptism and profession of faith or confirmation or reaffirmation or transfer of membership, with the approval of Church Council.
Media Communications Coordinator	A person who make recommendations for internal and external communication, responsible for website and Facebook page.
Member	Children of full members and children who have been baptized but have not yet become full members. The Manual 2019.

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Minister(s)	One or more ministry personnel who have been settled, called and/or appointed to First United Church – members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, or ordained supply. The Manual 2019.
Office Manager(s)	The person(s) hired by the congregation to perform all Office Manager duties as described in the position description for this position.
Pastoral Charge	A pastoral charge is a unit of organization of the United Church, consists of one or more congregations. The Manual 2019.
The Manual	<p>The Manual 2019 is the book of order and polity for the United Church of Canada. It contains:</p> <ol style="list-style-type: none"> <li>1. The Declarations which signaled the formation of the United Church.</li> <li>2. The Basis of Union.</li> <li>3. Governance.</li> <li>4. Bylaws.</li> <li>5. Definitions.</li> <li>6. Appendix: The Rules of Debate and Order.</li> </ol>

## **Church Council**

### **Statement of Purpose**

The Church Council is the governing body of the congregation.

### **Composition**

Church Council is comprised of the Chair, Secretary, Vice Chair, Past Chair, Member-at-large, Ministers (or Pastoral Charge Supervisor if there is no Minister present), Chairs of Committees, Regional Council Representatives, Chair of Board of Trustees, and the President of the UCW as voting members.

If Chairs of Committees or the Board of Trustees or the President of the UCW is unavailable, they may send another representative, who will be a voting member. Trustees may not vote on property matters.

Other paid staff and Chairs of Ad Hoc Committees act as advisors and resource persons, but are non-voting members.

The members of Church Council must be full members of First United Church. The Manual 2019, B.7.3.1.

People who are not full members may be elected in special circumstances with Regional Council's approval. The Manual 2019, B.7.3.1.

### **Terms**

- Chair – 2 years.
- Secretary – 3 years.
- Vice Chair and Past Chair – 2 years.
- Member-at-large – 2 years.
- Chairs of Committees – 3 years.
- UCW President – 3 years.
- Regional Council Representatives - 4 years with an option to renew for an additional 2 years.
- Chair of Board of Trustees - 3 years.

Church Council members may be elected for shorter terms than three years to fill vacancies caused by death or resignation.

Council may appoint persons to fill any vacancies that occur in office for a period of one year or less.

### **Duties**

Church Council is responsible for Spiritual Matters, Financial Matters, Pastoral Relations Matters, Proposals, Property Matters, representing First United Church to the Living Skies

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Regional Council of the United Church of Canada, Reporting, Records, ~~and~~ Sharing Reports from the Wider Church, and Completing Statistical Forms, as outlined in The Manual 2019, B.7.4.

### **Procedures**

- A meeting of the Church Council may take place only if at least 1/3 of the members are present. Also, a Minister or Pastoral Charge Supervisor must be present. The Manual 2019, B.7.7.4.
- The Church Council must meet at least once quarterly. It may decide to meet more often. The Manual 2019, B.7.7.1.
- The Chair of Church Council, a Minister, or the Pastoral Charge Supervisor may call a Church Council meeting. They must call a Church Council meeting when they have received a written request from at least 5 members of the Church Council. The meeting must be held within 14 days of receiving the request. They must call a meeting when requested to do so by the regional council. The Manual 2019, B.7.7.2.
- All members and adherents of the congregation are eligible to attend Church Council meetings.
- There will be at least one Holy Manner identified at each Church Council meeting.
- Adhere to the Group Norms for Upholding Decisions.

### **Policies**

- Holy Manners, See Appendix I
- Conflict Resolution Between Members or Adherents, See Appendix II
- Group Norms for Upholding Decisions, See Appendix III
- Privacy Protocol, See Appendix IV
- Information Form, See Appendix XIV
- Pet Policy, See Appendix XXI
- Identity Statement, See Appendix XXIII
- Scent Policy, See Appendix XXVIII

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### **Church Council Executive**

#### **Statement of Purpose**

Provides leadership for the Church Council, prepares the agenda for Church Council meetings and provides guidance for the Chair.

#### **Composition**

- Chair
- Vice Chair
- Past Chair
- Church Council Secretary
- Treasurer/Chair of Stewardship Committee
- Member-at-large
- Minister(s) (non-voting)

#### **Duties**

- Keep the church's organizational structure under review and recommend changes, if deemed advisable.
- Implement policy as determined by Church Council and develop communication among the Committees and between the Church Council and the congregation.

#### **Procedures**

- The Church Council Executive shall meet before each Church Council meeting. It may decide to meet more often.
- The quorum for a Church Council Executive meeting shall be three voting members (two plus the Chair).

### **Chair of Church Council**

The Chair must be a full member of First United Church or the Minister or the Pastoral Charge Supervisor. The Manual 2019, B.7.6.1.

#### **Duties**

- Preside and keep order at all Church Council and Church Council Executive meetings. The Manual 2019, 7.6.1.
- Take votes and announce the results.-
- Submit a summary report in December on the Church Council's work for the Annual Report.
- Represent First United Church at community functions, when required, or perform other duties as requested by Church Council.

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### **Procedures**

- Vote only if there is a tie. The Manual 2019, B7.6.1.
- Review “Group Norms for Upholding Decisions” at the end of each Church Council meeting. See Appendix III.

### **Vice-Chair of Church Council**

#### **Duties**

- Perform all duties of the Chair in the absence of that person.
- Perform special duties as requested by the Chair of Church Council.
- Vice-Chair shall assume the position of Chair of Church Council when current Chair leaves position.

### **Past-Chair of Church Council**

#### **Duties**

- Advise and support Chair of Church Council.
- Perform special duties as requested by Chair of Church Council.

### **Church Council Secretary**

#### **Duties**

- Take minutes at all meetings of the Church Council.
- Receive and send correspondence for the Church Council.
- Ensure the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe. Note: The Office Manager/Roll Clerk has taken on these tasks.
- Acts as congregational secretary at the Annual Meeting and other congregational meetings.

#### **Procedures**

- Keeps records of Church Council and Church Council Executive meetings in accordance with the “Guidelines for Minutes and Notes of Meetings”.
- Takes minutes at Executive meetings. Emails minutes to Minister and Chair of Church Council for any suggested revisions and makes changes if required.

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- Takes minutes at Church Council meetings. Emails minutes to Minister and Chair of Church Council for any suggested revisions and makes changes if required.
- Emails Executive and Council minutes to Church Office within 1 week of the meeting with a note indicating that the minutes are ready to be forwarded to Council committees and printed for the congregation.
- Ensures that the minutes from Church Council and Executive are posted on the website.

### **Reference**

Guidelines for Minutes and Notes of Meetings, June 1994, United Church of Canada.

### **Treasurer/Chair of Stewardship Committee**

#### **Duties**

- Treasurer for the church. The Manual 2019, B.7.6.3.
- Treasurer for the Mission and Service Fund and other funds for the mission of the wider church.
- Provide liaison between the Financial Clerk (Office Manager) and the Stewardship Committee.
- Coordinate the counting and recording of offerings with the Financial Clerk and/or Office Manager(s). This duty can be filled by someone approved by the Stewardship Committee.
- Be responsible, with the Financial Clerk and/or Office Manager(s), for the confidentiality of personal givings.
- Report and interpret financial statements and financial position to the Stewardship Committee, Church Council, and the congregation.
- Act as one of the signing officers for the church.
- Provide guidance to the people who handle money on behalf of the congregation.

### **Reference**

Financial Handbook for Congregations, 2010, United Church of Canada.

### **Member-at-Large**

#### **Duties**

- The Member-at-Large is the Privacy Officer.

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- Ensure that staff, Church Council members, Committee members, and Working Group members adhere to the Privacy Protocol. See Appendix IV.
- Be responsible for ensuring that Requests for Information are handled in accordance with the Privacy Protocol. See Appendix IV and Appendix VI.
- Recorder of Action Items at Church Council meetings.
- Other tasks as assigned by Church Council.

### **Church Council Committees Definition**

#### **Statement of Purpose**

The Church Council Committees are the essential unit of our governance model. They provide liaison between Church Council and the congregation. They are accountable to Church Council for the fulfillment of the respective functions described in each Committee's duties.

#### **Composition**

- Committee Chair should be a full member of First United Church.
- Members elected by the congregation.
- Minister(s) are automatically members of all committees of the congregation, except for a Joint Needs Assessment Committee, a Joint Search Committee, the Ministry and Personnel Committee, and the Nominations Committee. The Manual 2019, B.7.8.4.
- A UCW representative may attend any or all committee meetings as a corresponding member.

#### **Terms**

- Chair – 3 years
- Members – 5 years
- The quorum for a Committee meeting shall be at least three voting members including the chair of the meeting.
- In cases where a committee Chairperson is incapacitated by his/her own health or a family situation, and if no Vice Chair is in place, Council will appoint someone from that committee to act in the Chair's place in order to carry on with church business without having to disturb the committee Chairperson.

#### **Duties**

- Chair - Voting member on Church Council.
- Oversee Working Groups and report to Church Council on their activities and concerns.

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- Committees shall be responsible for advertising the work of their Committee utilizing the most appropriate medium. i.e. letters, website, newspaper, radio, Sunday bulletins.
- Committees shall submit a budget to the Stewardship Committee on or before a date set by the Stewardship Committee for the following year.
- Each Committee Chair should be prepared to present a brief report to the congregation regarding Committee activity on a Sunday as the need arises.
- By December 31st, each Committee shall compile a summary of the Committee's activities for the Annual Report.

### **Procedures**

- Each Committee shall meet monthly from January to June and September to December or as necessary, and at other times upon the call of the respective Chair. Each Committee is urged to set a fixed date and time for its meeting and advise Church Council and the Office Manager for the purpose of the church bulletin and church calendar.
- All meetings of Committees will begin with Holy Manners. See Appendix I.
- Each Committee shall appoint a secretary from the Committee who shall keep minutes and data on file and attend to all correspondence. Committee minutes or a report must be submitted to the Office Manager in adequate time to allow time for copying of the minutes for the next Church Council meeting.
- Non-elected persons from the congregation may attend Committee meetings because of interest or expertise. They are considered corresponding members.
- In Committees, with respect to motions, the full name of the mover and the full name of the seconder be required as well as the outcome of the vote.
- In order to develop the Church Council agenda, Committees need to have motions and important discussion points forwarded to the Executive prior to the Executive meeting.
- Ensure that all volunteers associated with the work of the Committee read and follow the Volunteer Manual approved by Church Council January 23, 2020.

### **Working Groups Definition**

#### **Statement of Purpose**

Working Groups are responsible to their respective committees and can be continuous or have a set term or goal.

#### **Composition**

Each working group is composed of any number of people. One person in any working group will be named chair and be responsible to the calling committee.

#### **Terms**

There are no fixed terms for working groups. The term of the working group will be decided by the responsible committee.

#### **Duties**

- As defined by Council or the committee to which they are responsible.
- May be responsible for a budget.

### **Nominations Working Group**

#### **Statement of Purpose**

The Nominations Working Group recruits people for Church Council, Committees, and Working Groups

#### **Terms**

2 years minimum

#### **Composition**

Chair plus 3 – 5 members.

#### **Duties**

- Recruit new people to Church Council, Committees and Working Groups as needed.
- Ensure that people adhere to the length of their terms as found in the Nominations Report in the Annual Report.

#### **Procedures**

- Meet when necessary or at the call of the Chair of the Stewardship Committee or the Chair of Church Council.

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- Most active during the fall and winter when recruiting new people to start their terms after the Annual Meeting (usually first Sunday in February).
- If Committees and Working Groups are aware of potential volunteers, they are encouraged to give those names to the Nominations Working Group, who will contact them.
- Committees and Working Groups may recruit on their own, but are expected to advise the Nominations Working Group of any new members.
- In the fall of each year, Committees and Working Groups must inform the Nominations Working Group of any additions or deletions so that the Nominations Working Group can help to fill any vacancies.

### **Building and Property Committee**

#### **Statement of Purpose**

Be responsible for the use and care of church property.

#### **Composition**

Chair plus 4 - 6 members.

#### **Duties**

- Plan for any major improvements to the church facilities.
- Developing and maintain the Rental Policy.
- Work in conjunction with the Board of Trustees on any matters pertaining to a change in title of any church property.
- Oversee the Maintenance Working Group.
- Be responsible, in consultation with the Stewardship Committee, for structuring rental fees for use of Church property. A meeting is to be at the call of the Stewardship Chair.
- See that insurance coverage is adequate.
- Keep a record of all major repairs and alterations to all church property.
- Organize one fire drill per year and keep leaders informed of fire procedures.
- Update the inventory of all church properties annually.
- Supervise the caretaking and maintenance of church property and arrange for routine repairs and supplies.
- Have direct responsibility over the church custodian, and any assistants, and be represented on the Ministry and Personnel Committee when dismissing or hiring of custodian or assistants; or be responsible for contracting out janitorial services.

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- Receive and consider requests from staff or Committees regarding equipment needs and repairs, furniture requirements, alterations to premises.
- Receive and consider requests for the use of the church premises from groups both within and beyond the local congregation.
- Be responsible for opening and closing building and checking and turning off lights during closing.
- Put out and take in the Restricted Parking signs.
- Maintain fire safety procedures – keep hallways clear and control the flow of Garage and Rummage Room sale items, especially to the garage for pick-up by an appropriate non-profit organization.

### **Policies**

- Keys Policy, See Appendix V.
- Rental Policy, See Appendix XII.

### **Maintenance Working Group**

#### **Statement of Purpose**

To do minor maintenance and repairs to the church property.

#### **Duties**

- Make any light necessary repairs. Report more extensive repairs to the Chair of the Building and Property Committee.
- If needed, clean the sidewalk and sand ice patches.
- Take note of and replace bulbs in burned out lights, especially exit lights.
- Check the white safety lights at least once per month.

## **Stewardship Committee**

### **Statement of Purpose**

The Stewardship Committee is responsible for the temporal and financial affairs of the congregation, and for the promotion of the principles and practice of Christian Stewardship of material possessions.

### **Composition**

Chair plus 3 - 5 members.

### **Duties**

- Prepare the annual budget for presentation to the congregation upon receipt of the Committee budget proposals (including anticipated income and expenditures).
- Supervise the budget for Church Council and expend funds in accordance with disbursement authorization and budgetary procedure, or as directed by Church Council.
- Be responsible for the total coordination and organization of the financial appeal.
- Be responsible for the Planned Giving Program.
- Oversee the Archives, Memorial Fund, and Nominations Working Groups.

### **Procedures**

- Establish procedures for and adjudicate the care and the recording of all monies handled by this congregation in its worshipping and group program life, and be responsible for delivery to the bank for safe keeping of the offerings and all other sources of income.
- Report monthly, or as directed by Church Council, on the budget and the financial condition of the congregation.
- The Chair of the Stewardship Committee will call an annual joint meeting with the Building and Property Committee for the purpose of structuring rental fees for use of the Church property.
- Recommend annually a qualified person or persons to the Church Council Executive for appointment to review the accounts of the church.
- Arrange for full and complete financial reporting of all church accounts for the Annual Report. Our congregational year end is December 31st.
- Planned Giving Program
  - Promote Planned Giving.
  - Act as a resource for potential donors to explore planned gift options.
  - Send 'Thank You' letters to donors to the Planned Giving Fund or through donor's lawyer or through the executor of the donor's estate.
  - Receive requests for expenditures from Planned Giving Funds and make recommendations to Church Council.

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- Oversee disbursements from the Planned Giving Fund.
- Make recommendations for revisions to the Planned Giving disbursement policy to Church Council.

### **Policies**

- Fundraising Policy, See Appendix VII.
- Cheque Writing Policy, See Appendix VIII.
- Cheque Requisition Policy, See Appendix IX.
- Cheque Requisition Form, See Appendix X.
- Depository Safe Policy, See Appendix XI.
- Planned Giving, See Appendix XX.

### **References**

- Financial Handbook for Congregations 2010, United Church of Canada.

### **Archives Working Group**

#### **Statement of Purpose**

The Archives Working Group is responsible for keeping the past records of the church.

#### **Composition**

Chair plus 1-2 members.

#### **Duties**

- Keep the records of the past activities of the church.
- Submit records to the United Church of Canada Living Skies Archives on a regular basis.

#### **Procedures**

- Personal information which is not of Archival value and no longer needed will be shredded, as per Privacy Protocol.
- Accountable to the Stewardship Committee.

#### **References**

- Privacy Issues and Use of Photos, United Church of Canada.
- Privacy Issues: Recordkeeping and Archives, United Church of Canada.
- What Do Archives Want? A Basic Guide for Congregations, United Church of Canada.

**Fundraising Working Group** *(see: Council Minutes November 26, 2020)*

**Statement of Purpose**

The find and help plan fundraising events that build community within the congregation and are expected to raise a minimum of \$1000.

**Composition**

Chair plus 3-5 members.

**Duties**

- Look for fundraising opportunities.
- Let the congregation know that we are open to all suggestions.
- Receive and investigate fundraising ideas. i.e. number of volunteers, space needed, cost, how much it is likely to net.
- Recommend fundraisers to Church Council
- Seek volunteers to organize fundraisers

**Procedures**

- Accountable to the Stewardship Committee.
- Meet when necessary or at the call of the Chair of the Stewardship Committee or the Chair of Council.
- Keep a record of smaller fundraising ideas. If appropriate, pass along to another committee or working group.
- Thank the person who made the suggestion and inform them on the reason for the decision.
- Be mindful not to duplicate or infringe on fundraisers by other groups in the church. i.e. U.C.W., Outreach, Sunday school.
- Check dates on church calendar before proposing a fundraiser.
- Recruit Working Group members, but keep the Nominations Working Group informed.
- In the fall of each year, inform the Nominations Working Group of any additions or deletions so they can help to fill any vacancies.

**Memorial Fund Working Group**

**Statement of Purpose**

The Memorial Fund Working Group is responsible for funds received by the church as memorial gifts.

**Composition**

Chair plus 2-3 members.

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### **Duties**

- Administer and allocate funds received as memorial gifts.
- Keep a record of the names of deceased who are honored by memorials.
- Acknowledge gifts of donors.

### **Procedures**

- Record names of the deceased in the Memorial Book.
- Keep a record of purchases made with the Memorial Fund.
- Arrange with the Worship and Music Working Group for the dedication of memorials at an appropriate service during the church year. Be responsible for notifying the immediate family of those being honored at this service of dedication.

## **Ministry and Personnel Committee**

### **Statement of Purpose**

The M&P Committee oversees relationships within the pastoral charge ministry, particularly the roles and functions of paid employees. The M&P Committee may also be involved in setting expectations for work carried out by volunteers.

### **Composition**

Chair plus 3 - 5 members.

### **Roles**

#### **The Consultative and Supportive Role:**

The committee's primary responsibility is to be a consultative and supportive agency for the staff of the Pastoral Charge and for members and Adherents of the Congregation.

#### **The Human Relations Role:**

The M&P Committee helps ministry personnel, staff, congregation members, and adherents build and maintain healthy relationships. The committee regularly meets with ministry personnel and staff to foster positive work relationships and an effective ministry team.

### **Policies**

- Process for Hiring for New Positions, Appendix XXIII

#### **The Conflict Resolution Role:**

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The M&P Committee encourages conflict resolution through face to face communication. A series of steps has been established to facilitate a positive process. The Manual 2019, J.8.

If this process is not successful, mediation may be required.

In a situation of serious conflict, it is recommended that the M&P Committee consult with the regional council. The Manual 2019, J.8.

### **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.
- Maintaining close contact with the regional council Pastoral Relations commission. The Manual 2019, B.7.8.5.

### **Procedures**

- Ministry and Personnel Committee members are expected to take training for their role, when such training is offered.
- Provide consultation to the Stewardship Committee for the setting of fees for funerals and weddings every three years.

### **References**

- Ministry and Personnel (M&P) Committee Guidelines, Jan. 2010, United Church of Canada.
- Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada.
- Human Resources Policies and Procedures, United Church of Canada.
- Police Records Checks, United Church of Canada.
- Privacy Issues and Use of Photos United Church of Canada.
- Privacy Issues: Recordkeeping and Archives United Church of Canada.
- Sexual Abuse Prevention and Response Policy and Procedures, United Church of Canada.
- Booklet of Staff Position Descriptions.
- First United Church Lay Employee Handbook, January 2019.

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- Ethical Standards and Standards of Practice for Ministry Personnel, United Church of Canada.

### **Faith Formation Committee**

#### **Statement of Purpose**

To invite persons of all ages and stages to explore and grow in their relationship with God as revealed through Jesus Christ, with the community of faith and with the world.

This work will be based on the following guiding principles:

- Dynamic life-long learning.
- Growth in a transforming relationship with God.
- Active engagement with the Christian story.

#### **Composition**

Chair plus 3-5 members, Sunday School Coordinator, and Minister(s).

#### **Duties**

- Discovering and celebrating of gifts of the members of the congregation.
- Equipping persons for tasks that are holistic and justice-seeking.
- Forming community relationships that are mutual, holistic, justice-seeking, and cross-generational. Engaging in and advocating for programs such as:
  - Faith formation opportunities for children, youth, adults, and families,
  - Sunday school,
  - Nursery and toddler programs and support (i.e. Sunday nursery room),
  - Mid-week groups for children and adults,
  - Adult study groups,
  - Children Sunday worship,
  - Confirmation classes for youth,
  - Adult membership classes,
  - Intergenerational services.
- Encouraging those interested from our congregation to attend educational events.
- Respond to expressed interests and needs of the congregation.
- Providing educational, training, and leadership opportunities to our congregation and those interested from other churches or the community.
- Responsible for advertising their work utilizing the most appropriate medium.

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### **Affirming Ministry Working Group** *(see: Council Minutes January 27, 2022)*

#### **Statement of Purpose**

To encourage the people of First United Church in embracing that being an Affirming Ministry is an ongoing, ever-changing, transformative process, not a destination that we someday reach, and to support that transformative process by offering ongoing education and fostering actions that support us to fully live into our Affirming Vision Statement.

#### **Composition**

Chair plus 3 – 5 members.

#### **Procedures**

- Offer educational opportunities with the goal of continually increasing awareness about anti-oppression work, equity and social justice.
- Foster and encourage actions that flow from the above awareness.
- Explore ways to increase the sense of welcome and value felt by all who attend our church.
- Forge relationships and co-create actions with groups representing marginalized people within our community.

### **Creation Station Working Group** *(see: Council Minutes March 26, 2020)*

#### **Statement of Purpose**

To encourage and enable people both in the church and wider community to explore their creativity. Often creative pursuits become spiritual practices that bring one closer to the Holy and a place of peace and centeredness.

#### **Composition**

Convenor and one or more members.

#### **Procedures**

- Set up and care for the space in the former Quilting room from January to the end of September (when the space is used by the Garage Sale and become the Christmas room).
- Provide space for Sunday school and Youth to do creative activities.
- Provide space for adults and children to come and explore their creativity and try out different forms of artistic expression.
- Remain open on Wednesdays during Garage and Rummage Room hours.
- Reach out to the community to invite groups in on Wednesdays or other mutually convenient times.

## First United Church Policy and Procedures

- Offer workshops/playshops by local or other artists.
- Invite folk to come and explore particular forms of artistic expression.
- Provide an opportunity for participants to make monetary donations or donations of art supplies to help support activities.
- Be accountable to the UCW for the space and Faith Formation for the programming.

### **Sunday School Working Group**

#### **Statement of Purpose**

We aim to sustain and strengthen the Sunday School Program of First United Church. To guide, educate, and nurture young people towards their growth in the knowledge of God's love and truth. Living it out every day by learning and following Christ's example.

#### **Composition**

Chair, a minimum of 2 parents and grandparents of the Sunday school children.

#### **Duties**

- Collaborate with the Sunday School Coordinator in implementing the Sunday School Program of the church and nurturing the growth of faith.

#### **Procedures**

- Accountable to Faith Formation Committee.

#### **Policies**

- Youth under age 18 providing child care are expected to complete the St. John's Ambulance Babysitter Course.

### **Worship and Music Committee**

#### **Statement of Purpose**

To plan all public services, administer the sacraments, and ensure pulpit supply, in consultation with the Minister(s) and the Music Director.

#### **Composition**

Chair plus 4 - 6 members, Music Director.

#### **Duties**

- Worship services.
- Special services and ceremonies.

## First United Church Policy and Procedures

- Music/Choir.
- Oversee the Decorations Working Group.
- Oversee the Ushers Working Group.
- Oversee the Choir.
- Oversee the Communion Working Group.

### **Procedures**

- Share with the Minister(s) and Music Director the responsibility of planning the services of worship including the hours of worship, the order of service and themes.
- Arrange, in consultation with the Minister(s) and respective Committees or organizations or Working groups, for special services.
- Issue invitations through the Minister(s) to special speakers.
- Arrange with the Minister(s) the administration of the Sacraments of Baptism and Communion.
- Coordinate with the Music Director, the musical program of the church, with the exception of weddings.
- Communicate with the Music Director and the Organist regarding holidays to ensure qualified substitutes are available.
- Encourage relationship and joint action between First United Church and other communities of faith.
- Be responsible for any decorating of the sanctuary at special seasons of the Church year.
- Work in cooperation with the Ministry and Personnel Committee with regard to staffing for worship and music.

### **Policies**

- That no religious service i.e. worship services, funerals and weddings will be conducted from the chancel pulpit; but cultural events i.e. Melodies of Christmas may be granted permission by Council via written request in advance.
- External Funeral Policy, See Appendix XV.
- Internal Funeral Policy, See Appendix XVI.
- External Marriage Policy, See Appendix XVII.
- Internal Marriage Policy, See Appendix XVIII.

### **Choir**

#### **Statement of Purpose**

To enhance the spiritual life of the congregation through musical leadership and performance.

## First United Church Policy and Procedures

### **Duties**

To provide musical leadership during Sunday worship.

### **Ushers**

#### **Statement of Purpose**

To arrange for ushers at all services of worship.

#### **Composition**

Chair, 2 or more members.

### **Duties**

- Recruit ushers.
- Train ushers.
- Appoint an usher for collection of offerings at all services of worship.

### **Procedures**

- Accountable to Worship and Music Committee.

### **Communion Working Group**

#### **Statement of Purpose**

To prepare and set up communion elements for worship services

#### **Composition**

Chair, 1 or more members.

### **Duties**

- Obtain and prepare communion elements
- Set up communion elements for worship
- Clean up communion elements after worship
- Wash communion cloths as required

### **Procedures**

- Work with Minister to determine appropriate set-up for each service
- Accountable to Worship and Music Committee.

### **Decorations Working Group**

#### **Statement of Purpose**

## First United Church Policy and Procedures

To decorate the church, as appropriate, for various seasons of the church year.

### **Composition**

Chair, 2 or more members.

### **Duties**

- Setup and take down decorations (including banners, flowers, etc.) as church seasons change.
- Obtain and store decorations as needed.

### **Procedures**

- Work with the Minister to determine what is appropriate for each church season.
- Accountable to Worship and Music Committee.

## **Membership and Pastoral Care Committee**

### **Statement of Purpose**

- To provide pastoral care for the congregation.
- In cooperation with the Roll Clerk to keep current the membership roster of the church.
- To actively support and work with the Minister(s) in pastoral care of the congregation.

### **Composition**

Chair, 4 - 5 members, Roll Clerk (ex officio member).

### **Duties**

- As required by United Church policy (see Manual 2019, B.3.6) the Membership and Pastoral Care Committee will forward all decisions relating to baptisms and membership to the church council for inclusion in their minutes.
- Decide who is and adherent
- Decide when names of members should be removed from the historic roll.
- Church Roll – The Roll Clerk will maintain an up-to-date roll of members and adherents. Changes to the membership list will be recorded by a motion of this Working Group. S/he will compile a data base of information gathered from the Information Forms.
- Visit newcomers, sick, shut in, hospitalized and bereaved.
- Assist the Minister(s) with baptisms.
- Outreach Communion to Care Homes and individuals.
- Assisting Minister(s) with services as part of the Ministerial Association care home rotation.
- Oversee the Coffee Working Group.
- Oversee the Greeters Working Group.
- Oversee the Pastoral Care Working Group.
- Oversee the Prayer Shawl Working Group.
- Oversee the Prayer Working Group

### **Procedures**

- Maintain a list of Life Elders.

### **Policies**

- Request for Information Form, See Appendix VI.

## First United Church Policy and Procedures

### **Coffee Working Group**

#### Statement of Purpose

Organize the offering of beverages before and after Sunday worship to enhance hospitality and fellowship.

#### Composition

Chair plus one member

#### Duties

- Recruit and organize volunteers to make and serve beverages before and after Sunday worship (with the exception of July and August), and clean up kitchen.

#### Procedures

- Make sign-up sheets available for volunteers
- Ensure instructions for coffee and tea-making are posted in the kitchen
- Accountable to Membership and Pastoral Care Committee

### **Greeters Working Group**

#### Statement of Purpose

To greet people on Sunday mornings

#### Composition

Chair plus 3 – 5 members

#### Duties

- To visit greet people at front door on Sunday Mornings
- Help those with special needs
- Give directions and answer questions

#### Procedures

- Greet people at door
- Find out what people want or need from the church.
- Update office if there are concerns.
- Accountable to Membership and Pastoral Care Committee

## First United Church Policy and Procedures

### **Pastoral Care Working Group**

#### Statement of Purpose

To make sure that people who would like a visit by someone from First United Church will have that visit.

#### Composition

Chair plus 3 – 5 members

#### Duties

- To visit people in all care homes and hospitals as required
- Ensure that a member of the Working Group receives the daily email from the hospital chaplain and everyone on the list is visited

#### Procedures

- Find out what people want or need from the church, how often they would like a visit or not at all.
- Notify the minister if a visit from him/her is wanted. Also update the minister regarding any pastoral concerns.
- Chairperson and visitors are in touch on at least a monthly basis to discuss if the workload is too heavy, if they need a break, if they have concerns that need to be addressed.
- Follow the Saskatchewan Health Authority policy for hospital visitors.
- Accountable to Membership and Pastoral Care Committee

### **Prayer Shawl Working Group**

#### Statement of Purpose

To make and present prayer shawls to persons that are going through a difficult time in their life's journey, illness, death of a loved one, move or time of celebration such as baptism, confirmation and graduation. We give these shawls to remind the recipient of our continuing love & support during these sad or happy times.

#### Composition

Three or four persons who keep records of shawls made & given out, accept donations of yarn, sort yarn and bundle in manageable amounts. Any person who knits or crochets are welcome to participate.

#### Duties & Procedures

- To collect names of possible recipients

## First United Church Policy and Procedures

- Contact list of possible recipients to see if they are willing to receive a shawl and explain the significance of the shawl
- Make a card to accompany the shawl
- Attach a label with the recipient's name to the shawl
- Arrange a delivery date & notify other group members to present the shawl and often stay for a short visit.
- If the recipient is willing, a photo is taken & placed in scrapbooks that are on display in the church foyer. This is all about the recipient and their wishes, not ours.

### **Prayer Group**

#### **Statement of Purpose**

To offer prayers, at their request or family or friends request, for anyone with special concerns.

#### **Composition**

3-4 persons who meet once a week all year

#### **Duties**

- Conduct a short prayer service, naming names of concerned persons.
- Scripture passage & prayers as part of the service.

### **Outreach Committee**

#### **Statement of Purpose**

To advocate for the Mission and Service Fund (M & S) and actively support local and international Outreach projects.

#### **Composition**

Chair plus 4 - 6 members.

#### **Duties**

- To keep the congregation of First United Church informed of the mission of the United Church of Canada, both locally and worldwide.
- To support Outreach projects, both locally and globally.
- To recommend financial allocation for the National M & S Fund to Our Faith Committee.
- Encourage Outreach education.

## First United Church Policy and Procedures

- Arrange for special mission projects i.e. White Gift Sunday, collection of M & S funds weekly, Lenten M & S collection for children and youth, Christmas in July, Annual Supper & Silent Auction, The Giving Tree, Christmas hampers, Loose Change Suppers, etc. and respond to outside appeals such as Southwest Crisis Services in Swift Current, Salvation Army in Swift Current, Canadian Mental Health Association in Swift Current.
- Support community interests i.e. recycling in Swift Current, Grandmothers and Others for Change.
- To oversee/administer the Benevolent Fund.
- Ensure “Minute for Mission” is read during worship services.
- Oversee the Loose Change Supper Working Group

### **Policies**

- Benevolent Fund, See Appendix XIII – Benevolent Fund.

### **Loose Change Suppers Working Group**

#### **Statement of Purpose**

Outreach into the community in the form of a monthly meal.

#### **Composition**

Chair, 2 or more members, volunteers as needed.

#### **Duties**

- Plan the menu.
- Prepare the food.
- Advertise.
- Recruit volunteer helpers.

#### **Procedures**

- Surplus funds donated to other Outreach initiatives.
- Accountable to the Outreach Committee

## **Regional Council Representatives**

### **Statement of Purpose**

Provide a liaison between Church Council and Living Skies Regional Council.

### **Composition**

- Elected by the congregation at the Annual Meeting on the following basis: 1 representative per 100 resident members (e.g. 3 representatives for a congregation with 201-300 resident members). The Manual 2019 B.2.1.6.
- Must be full members of First United Church.

### **Terms**

4 years with an option to renew for an additional 2 years.

### **Duties**

- Attend the meeting of the Church Council as a voting member.
- Attend the meetings of the regional council. In-person gatherings will happen at most annually.
- The representatives will be included in the mailing lists for the regional council and will receive regular emails. The representatives are expected to share that information with First United Church.
- May be asked to be members of the committees of regional council.
- Other duties as requested Church Council. The Manual 2019 3.1.2.

### **Procedures**

- Submit reports on the work of the regional council, as appropriate, to Church Council meetings.

## **Board of Trustees**

### **Statement of Purpose**

All congregational property is held by the congregation's Trustees. This includes land, buildings, funds and investments, and any other kind of property. The Manual 2019, G.2.2.1.

### **Composition**

5 lay members appointed by the congregation. Trustees will choose a Chair.

The number of members is to be determined from time to time by the congregation. That number cannot be less than 3 or more than 15. The Manual 2019, G.3.3.4.

## First United Church Policy and Procedures

- The Chair must be a full member of First United Church.
- The majority of Trustees must be full members of First United Church.
- The Minister(s) (or Pastoral Charge Supervisor) is automatically a Trustee.
- At the Annual Meeting, a motion (separate from the motion to accept the slate of Church council, Committee and Working Group members) is needed. The Manual 2019, G.3.3.

### **Duties**

- Holding congregational property.
- Give the same care and attention to congregational property as a reasonable person would give to their own property.
- Keep records of all funds that are received and disbursed by them.
- Keep records of all their meetings, which clearly indicate any decisions made at those meetings.
- Make those records available upon request by Church Council, the Minister(s), or the Pastoral Charge supervisor. The Manual 2019, G.3.4.3.
- Investments of any church funds.
- The Chair of the Board of Trustees will know the manager code to the depository safe.
- Act as non-voting member of the Building & Property Committee on any matters pertaining to a change in title of any church property.

### **Procedures**

- In the case of a property transaction, the Trustees, Church Council, and the regional council are each responsible for completing the steps of the process assigned to them. The Manual 2019, G.2.3.2.
- In the case of other transactions, the Trustees are responsible for following the direction of Church Council and proceeding with the transaction. The Manual 2019, G.2.3.3.
- The Trustees hold the congregational property for the congregation as part of the United Church. They must comply with the United Church's requirements for Trustees and congregational property. The Manual 2019, G.2.2.1.
- The Trustees must comply with all decisions that are made by Church Council and the regional council. The Manual 2019, G.3.4.2.
- A Trustee is not personally responsible for any loss or damage to any congregational property unless it was caused by the Trustee's own action, the action was intentional or negligent, and the Trustee was not meeting the requirements of the United Church or of secular law for Trustees. The Manual 2019, G.3.4.4.
- The Chair of the Board of Trustees has a vote on Church Council, with the exception of property matters. If the Chair is unable to attend, s/he may send another representative, who will be a voting member.

## First United Church Policy and Procedures

- Signatures of two Trustees are required for investment accounts.
- Volunteers handling money are expected to follow the guidelines in the United Church of Canada 2010 “Financial Handbook for Congregations: Good Management Practices”.

### **Policies**

- Investment Policy, See Appendix XIX.

### **References**

- Congregational Board of Trustees Handbook United Church of Canada 2004, with Aug. 2013 Concordance

## **United Church Women (UCW)**

### **Statement of Purpose**

To unite women of the congregation for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

### **Mission Statement**

***Love God***  
***Foster Christian commitment, faithfulness, and spirituality.***  
***Promote respect and love for all God’s creation***

### **Composition of General UCW**

President of General UCW.

- Must be a member of First United Church.
- Is a member of Church Council.
- Term - 3 years.

### **Terms**

- Past President – 3 years.
- Vice-President – 3 years.
- Secretary – 1 or more years.
- Relief Secretary – 1 or more years.
- Treasurer – 1 or more years.

### **Duties of General UCW**

## First United Church Policy and Procedures

- Financial Support: To donate locally, provincially, nationally and internationally.
- Supply beverages, paper products and cleaning supplies for use in the kitchens.
- Ideally, communication to/from each Church Council Committee and Working Group.

### **Duties of Units**

- Units alternate monthly.
- Lunch and Devotional at General UCW.
- Wash dish towels, etc. for the month.
- Help at Rummage Sales when required or for packing.
- Help at Garage Sales when required.
- Representative to Social Convenor meeting (1st Tues. of month 10:00 a.m.).

### **Activities – at the discretion of UCW**

- World Day of Prayer - participate yearly.
- Plant & Muffin Sale - organize & run each May.
- Fowl Supper - assist committee to organize and support their efforts.
- Christmas Tea, Bake & Garage Sale - organize & held in December.
- Church souvenirs – sell cups, cookbooks, plates.
- UCW Day at Camp Shagabec.
- Swift Current Ministerial Association - support Lenten/Advent lunches.

### **Procedures**

- The General UCW meets the fourth Monday of the month – 6 meetings/year at 10:00 a.m.
- Unit 8 meets first Tuesday of month – 10 meetings/ year at 11:30 a.m.
- The Friendship Group meets third Tuesday of month – 10 meetings/ year at 1:30 p.m.
- Each unit has a slate of officers.
- Accountable to Church Council, United Church Women Guidelines 2016.
- Volunteers handling money are expected to follow the guidelines in the United Church of Canada 2010 “Financial Handbook for Congregations: Good Management Practices”.

### **Catering Policies**

- UCW Social Convenors and Funeral Convenors have a set price list for catering.
- Kitchen facilities are rented only on condition that there is a UCW member present at the function to supervise their use, and on the understanding that these kitchen facilities are not to be rented to licensed professional caterers.
- One person with a current Safe Food Handling course must be present at all catering functions.
- Room rent is required for all catered functions

### **Social Convenors Working Group**

#### **Procedures:**

- Workers are encouraged to take Safe Food Handling course, paid by UCW.
- Social and Funeral Convenors meet together monthly, except July & August.
- Convenors review past & discuss future catering commitments.
- Chair of Social Convenors records the minutes.
- Office Manager notifies chair of Social Convenors of event requested.
- Social Convenor Chair discusses with individual desiring the event, the food requirements, prices, number attending and any special diets.
- Social Convenor Chair discusses with Social Convenors, the menu, food requirements, price, numbers expected and special diets.
- Convenor for event is named and responsibilities allocated.
- Office Manager is notified of table arrangement. She notifies janitor.
- Building & Property is notified if P.A. System is to be set up.

### **Funeral Convenors Working Group**

#### **Procedures:**

- Office Manager contacts funeral convenors to find a convenor available.
- Office Manager relays family's request for menu and number expected.
- Convenor purchases supplies.
- Convenor contacts helpers **OR** an email is sent out from the office for helpers.
- Office Manager is notified of table arrangement. She notifies janitor.
- All convenors and helpers are volunteer workers.

### **Garage and Rummage Sales Working Group**

#### **Purpose**

To help address the needs of the wider community.

#### **Procedures**

- Convenor of Garage Sale and Convenor of Rummage sale are appointed by General U.C.W.
- Holiday or special circumstance may cancel sale day.
- Garage Sale/Rummage Sale signs are not put out if there is a funeral but are put out when it is over.
- Garage Sale rooms are locked except for sale day or staff preparing for sale.
- Garage Sale and Rummage Sale Convenors check hallways regularly to address items dropped off for the sales.
- No garage sale item can be purchased prior to pricing by the Sale Coordinators. All volunteers working at sales must pay for items they wish to have.
- Items donated are stored in appropriate rooms until needed.
- Periodically, items displayed for quite some time and not sold are packed up and given where needed
- Men from the congregation volunteer to load outgoing material.
- Sale days also provide much needed social interaction.

#### **Policies**

- All volunteers are amiable, cooperative and dependable.
- All volunteers are expected to follow the First United Church Volunteer Manual.
- If a problem arises, the concern is directed to UCW president.

#### **References**

- UCW Handbook Constitution, Guidelines, Policies, and Resources for United Church Women March, 2018.
- Saskatchewan Women of the United Church <http://skconfwomenucc.wordpress.com/>

### **Ad Hoc Committees**

#### **Statement of Purpose**

An ad hoc committee can be formed for any purpose designated by Church Council.

#### **Composition**

To be determined by Church Council.

#### **Terms**

To be determined by Church Council.

#### **Duties**

- Be responsible for any event or purpose as designated by Church Council such as proposing policy for church use, fund-raisers, policy review, or long-term planning.
- Be responsible for events that encourage fellowship among the total congregation.
- Be responsible for special church.
- Other duties as determined by Church Council.

#### **Procedures**

- To be determined by Church Council.
- The Chair or a representative of an ad hoc committee may attend Church Council meetings, but will not have a vote.

### **Life Elders**

#### **Statement of Purpose**

Recognition of exemplary and long-time service to First United Church may be acknowledged by the congregation by making a person a Life Elder.

#### **Procedures**

The following criteria will be used in consideration of this recognition:

- 25 years of service beyond attending worship with involvement in the life and work of First United and/or congregations that are amalgamated with First United (Burnham, Rush Lake, Waldeck, Simmie, Neidpath, Neville, and Grace United).
- Membership in the United Church of Canada.
- The congregation is invited to submit names and rationale to Church Council for consideration of Life Elder.

**Volunteers**

See First United Church Volunteer Manual Approved by Church Council September 28, 2017.

**Appendix I - Holy Manners**

Our holy manners create an environment where we are freed and empowered:

- To take risks
- To think creatively
- To be fully ourselves knowing that we are valued, loved and upheld in community.

**Statement of Holy Manners**

We commit ourselves and will hold each other accountable to:

1. Keep God at the center of everything we do;
2. Respect the worth of each individual;
3. Affirm people's right to hold and express differing opinions, assume best intentions, listen carefully to each other, without interrupting;
4. Strive for equal opportunity and encouragement of participation of all;
5. Affirm the wisdom of silence, pausing from time to time to ponder what others have said and to discern the Spirit's movement;
6. Seek to understand what others are saying;
7. Be open to new ideas;
8. Respect the confidentiality of individual members and their stories;
9. Uphold and honor decisions that have been made;
10. Keep life in perspective by preserving a sense of humour; and
11. Hold one another in prayer.

## **Appendix II - Conflict Resolution between Members or Adherents**

### **Purpose**

As a church, we are responsible for addressing concerns in a constructive manner so that we will grow in faith together, while loving and caring for each other.

### **Policy**

To follow a systematic procedure of conflict resolution to ensure all voices are heard; with the hope that resolution can be achieved.

### **Procedure**

1. Should an individual member or adherent find themselves in conflict with another, they are encouraged to speak to that person directly to see if there can be some resolution.
2. Should they feel that they cannot do that by themselves, they should seek support from a neutral party (i.e. the Minister). In the case of volunteers working on the same project, the matter may be referred to the Chair of the Working Group or Committee.
3. If resolution to the satisfaction of all parties cannot be achieved it is recommended that referral to the Executive of Church Council be made. The Dispute Resolution Policy Handbook 2008, United Church of Canada, will be followed.

## **Appendix III - Group Norms for Upholding Decisions**

1. At the end of each Church Council meeting, members will be reminded of their tasks.
2. Minutes will be distributed to Church Council members within one week of meeting.
3. When a decision is made, the following questions will be answered: Who? How? When? What budget line?
4. If we are absent from a meeting, we will trust fellow Church Council members to make good decisions.
5. We will verbalize support for decisions by Church Council even if we do not personally agree with some of them.
6. If pushback comes from the congregation, we will support one another and our decisions.
7. A decision can be revisited only after it has been tried or if there is new information. A decision can be revisited only one time.
8. At the end of each Council meeting, "Group Norms for Upholding Decisions" will be reviewed.

First United Church Policy and Procedures

**Appendix IV - Privacy Protocol**

1. Private information will be collected for church-related mailing lists, ministerial and membership visitation, stewardship, U.C.W. functions, children and youth-oriented programs, recognition of baptisms, weddings, funerals, birthdays, and anniversaries, General Council statistics, and archives.
2. All private information will be kept in strict confidence.
3. The Minister(s) shall have access to such files as are required for him/her to conduct his/her ministry.
4. The Privacy Officer will be the Church Council Member-at-Large.
5. Personal information which is not of Archival value and no longer needed will be shredded.
6. Persons seeking information must complete and sign the Request for Information Form and submit it to the Office Manager.
7. Complaints regarding the response to a request for information may be taken to the Privacy Officer.

The following schedule sets out the confidential files, their storage and access:

File	Storage	Access
Ministry & Personnel	Locked cabinet	Access: M & P Committee chair
Stewardship	Minutes: unlocked cabinets (office)  Investment information, bank statements, deposit books: locked cabinet (office)  Record of Congregational giving: locked cabinet (office)	Treasurer, Office Manager(s)  Treasurer, Office Manager(s)
Archives	Locked room	upon request to Archives working group
Historical Roll	Locked room	
Current Membership List	On office PC (CLAVIS)	Office manager(s), others through Request for Information Form
Weddings, Baptisms and Funerals	Locked cabinet	Office Manager(s), Minister(s)

## First United Church Policy and Procedures

File	Storage	Access
Past Weddings, Baptisms and Funerals	Locked closet	Office Manager(s), Minister(s)
Greeting Cards Lists	On office PC	Office Manager(s), Membership and Pastoral Care Committee
Roll Clerk Report	Locked closet (office)	Office Manager(s), Membership and Pastoral Care Committee
Information Forms	Locked closet (office)	Office Manager(s), Minister(s)
Sunday School Forms	Sunday School Coordinator Office	Sunday School Coordinator

### **Policy**

- That the role of Privacy Officer falls to the Member at Large position.
- Request for Information Form, See Appendix VI.

### **References**

- Privacy Issues and Use of Photos United Church of Canada.
- Privacy Issues: Recordkeeping and Archives United Church of Canada.

### **Appendix V - Keys Policy**

A master set of keys will be stored such that they are available to anyone of the congregation. Please be considerate of all users – replace the keys as soon as you have used them, do not carry them around for any extended period of time. Duplicates of the master key set will be maintained in a secure location. The minister’s office and the main office keys will not be included on the master set, but duplicates of these will be kept in a secure location.

First United Church Policy and Procedures

**Appendix VI - Request for Information**

I/We request the following information with respect to:

Full Name \_\_\_\_\_ (maiden name, if applicable)

Address \_\_\_\_\_

INFORMATION REQUIRED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE

DATE

PRINT NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/CELL # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Information Provided

\_\_\_\_\_

\_\_\_\_\_

OFFICE MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

**Appendix VII - Fundraising Policy**

First United Church may raise funds through the sale, auction or free will giving of funds for donated or purchased items. If a free will offering draw is chosen, any person who wishes to be included in a draw should have an equal opportunity to win, regardless of the amount donated.

**Appendix VIII - Cheque Writing Policy**

Cheques will not be completed unless requested with a completed cheque requisition form, unless not required as per the Cheque Requisition Policy.

Signatures of two persons with signing authority are required for cheques. Persons to be chosen by Church Council each time the bank signing authority is changed.

All cheques require the signature of an Office Manager.

Signatories may never sign a cheque that has not been fully completed and signed by an Office Manager and, if required, reviewed the completed cheque requisition form.

**Appendix IX - Cheque Requisition Policy**

A Cheque Requisition form is mandatory for all cheque requests except for standard, recurring payments i.e. utilities, staff, wedding and funeral cheques.

The requisition must be completed in full and authorized by the committee responsible for the request.

Cheques will not be issued unless a completed cheque requisition form is submitted with associated receipts or paperwork.



**Appendix XI - Depository Safe Policy**

The safe is located in the photocopy room just inside the outer door in the cupboard on the east wall. It is equipped with a depository door so does not need to be unlocked to make a deposit. Any time money is collected at the church and is not taken immediately to the bank for deposit, it should be placed in the safe. This includes regular Sunday Service offerings as well as special events such as the Loose Change Suppers, Nepal Auction, and Bake Sales etc. Under no circumstances should collected money not be deposited in the safe regardless of what group is hosting an event. Money should never be brought to any individuals home.

All deposits and withdrawals will be recorded in the provided binder indicating the date, the event or source of the money and the depositor or withdrawer.

All deposits will be bagged and a note should be included indicating the event or source of the money in case multiple deposits are made.

The office staff will ensure that any deposits are retrieved from the safe in a timely manner, counted and deposited to the bank.

The Treasurer will be responsible for the Manager Code of the safe and setting the User code of the safe. When a new Treasurer is installed they will change the existing Manager and User codes. The User code will only be known by the office staff and the Treasurer. The manager code will only be known by the Treasurer and the chair of Trustees.

Money collected at regular services will be collected by at least one member of the Stewardship committee or designate plus a second person. The collection will be bagged, locked, documented in the provided ledger and deposited in the safe immediately after services.

**Appendix XII - Rental Policy**

The Rental Agreement is to be approved by Church Council on a case by case basis as well as general agreement.

All bookings shall be confirmed by the payment of a deposit in an amount to be determined by Church Council and its appointed Committees, and with the approval of one or more Minister(s).

**Appendix XIII – Rental Agreement – Internal Policy – Facilities and Equipment**

FIRST UNITED CHURCH

RENTAL AGREEMENT – Internal Policy

FACILITIES AND EQUIPMENT

1. Rental times are from 9:00 a.m. to 9:00 p.m. unless agreed on an individual basis.
2. Half Day Rate is for up to six hours in any day as agreed in advance.
3. Set up/decorating time outside of rental window must be paid at hourly rate.
4. A room Setup/Take down fee applies to all rentals where required regardless of length of rental.
5. One Time rentals require a 50% deposit.
6. Scouts/Beavers are no charge for facilities.
7. Tai Chi, Meditation type groups collect donations for M&S and are not charged.
8. Self-help group like AA, NA, OA etc. are charged a nominal rate agreed with the group.
9. Lessons and counselling are also charged on an individual basis.



**Appendix XIV – Rental Agreement – Facilities and Equipment**

**FIRST UNITED CHURCH**

**RENTAL AGREEMENT – FACILITIES AND EQUIPMENT**

USER (group name):		
Contact Person:	Phone:	
Email Address:		
Nature of Activity:		
Room(s) Requested:		
Equipment Requested:		
Date(s):	Start Time:	End Time:
Rental Fee <i>(due at the beginning of each month)</i> :		
Signature of Applicant:		Date:
Print Applicant Name:		
Address:		Phone:

**REMEMBER:**

- Renter shall be liable for any damage or injury to property or persons.
- There are others using the church facilities. Noise level should not be disruptive to others in the building. **Please limit your use of space to the area rented.**
- Please leave the rooms) as you found them when you leave. Clean up after yourself.
- Please turn off all lights in your area when you are leaving (including washrooms).
- The outer doors of the church must NOT be propped open to allow admittance to late comers.
- The user group will be responsible for any damage to the facility/equipment being used. Such damage is to be reported promptly to the Building and Property Committee.
- **Long-term rentals must be renewed yearly.**
- **The church office manager must be advised immediately if there is a change in the name and telephone number of the user group’s contact person.**
- Failure to comply with any of the above requests may result in the cancellation of this agreement.

Signature of Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_

First United Church Policy and Procedures

<b>One Time Rental Rates - Individuals or groups renting space for a single event</b>				
	<b>Hourly Rate</b>	<b>Half Day Rate</b>	<b>Full Day Rate</b>	<b>Setup/Takedown</b>
<b>Gymnasium</b>	\$40	\$200	\$320	\$35
<b>Waldeck Room</b>	\$25	\$125	\$200	\$35
<b>Cypress Lounge</b>	\$25	\$125	\$200	\$10
<b>Chapel</b>	\$25	\$125	\$200	N/A
<b>Burnham Room</b>	\$30	\$150	\$240	\$25
<b>Sanctuary</b>	N/A	\$350	\$500	N/A
<b>Foyer</b>	\$30	\$150	\$240	\$25
<b>Chinook Room</b>	\$25	\$125	\$200	

<b>Recurring Rental Rates - Individuals or groups renting space on an ongoing basis</b>				
	<b>Hourly Rate</b>	<b>Half Day Rate</b>	<b>Full Day Rate</b>	<b>Setup/Takedown</b>
<b>Gymnasium</b>	\$30	\$150	\$240	\$25
<b>Waldeck Room</b>	\$20	\$100	\$160	\$25
<b>Cypress Lounge</b>	\$20	\$100	\$160	\$5
<b>Chapel</b>	\$20	\$100	\$160	N/A
<b>Burnham Room</b>	\$25	\$125	\$200	\$20
<b>Sanctuary</b>	N/A	\$350	\$500	N/A
<b>Foyer</b>	\$25	\$125	\$200	\$20
<b>Chinook Room</b>	\$20	\$100	\$160	N/A

10. Rental times are from 9:00 a.m. to 9:00 p.m. unless agreed on an individual basis.
11. Half Day Rate is for up to six hours in any day as agreed in advance.
12. Set up/decorating time outside of rental window must be paid at hourly rate.
13. A room Setup/Take down fee applies to all rentals.
14. One Time rentals require a 50% deposit.

<b>FEES</b>	
<b>Room:</b>	<b>Fee:</b>
<b>Room:</b>	<b>Fee:</b>
<b>Room:</b>	<b>Fee:</b>
<b>Misc:</b>	<b>Fee:</b>
<b>TOTAL</b>	

Rec. # \_\_\_\_\_

Copy 1 – Church Office File  
 Copy 2 – User's Group

## First United Church Policy and Procedures

### **Appendix XV - Benevolent Fund**

#### **Purpose**

- For individuals or families in need who come to First United Church requesting assistance.

#### **Procedures**

- An amount is included in the church's annual budget, upon recommendation of the Outreach Working Group. If this amount is depleted, the Minister(s) may request an additional amount from Church Council.
- The Minister(s) may charge hotel rooms to an account set up in advance by the church.
- If the Minister(s) is unavailable and cannot be reached by telephone, the Office Manager may refer the person to the Salvation Army, SW Crisis Services, Social Services or the RCMP.

#### **Policies**

- Accountable to the Outreach Committee.
- Administered by the Minister(s), at her/his discretion.
- That the preferred method of Benevolent Fund disbursement be Gift Cards. i.e. food, gas, taxi, accommodation.

## First United Church Policy and Procedures

### Appendix XVI - Information Form

FIRST UNITED CHURCH INFORMATION FORM			
GENERAL INFORMATION			
Household Name			
Household Mailing Address			
City		Postal Code	
Household Phone Number			
Name		Preferred Gender Pronoun	
Birthdate	Baptism Date	Confirmation Date/Place	
Email		Cell #	Occupation
Name		Preferred Gender Pronoun	
Birthdate	Baptism Date	Confirmation Date/Place	
Email		Cell #	Occupation
FAMILY INFORMATION			
Marriage Date		Emergency Contact/Number	
Children's Information			
1. Name		Birth Date	Grade
Baptism Date		Confirmation Date	
2. Name		Birth Date	Grade
Baptism Date		Confirmation Date	
3. Name		Birth Date	Grade
Baptism Date		Confirmation Date	
4. Name		Birth Date	Grade
Baptism Date		Confirmation Date	
Please list any information that may be helpful concerning special circumstances involved with your family ie step-children, children with a different address than yours, disabilities, illnesses, etc.			
Do you wish to transfer to First United Church?			Yes      No
Do you wish to use envelopes for Church offering?			Yes      No
or, if you prefer, forms are available for Preauthorized Remittance (PAR) instead of envelopes			Yes      No
The information you have provided will be kept confidential. It may be used for church-related mailing lists, ministerial and membership visitation, stewardship, U.C.W. functions, children and youth-oriented programs, recognition of baptisms, weddings, funerals, birthdays, anniversaries, Church House statistics and Archives.			
Signature		Date	

### **Appendix XVII - External Funeral Policy**

The First United Church building and our resident minister are available for United Church funerals upon request. The sanctuary seats approximately 450 people and our chapel seats 56 people. The resident minister of First United Church may also be contacted to perform a funeral or memorial service at a location other than at First United Church.

Preparing for a funeral and dealing with the death of a loved one is a difficult time. A variety of feelings are expressed and the community of faith can be an important support in the grieving process and in planning the funeral service. A funeral or memorial service is a service of worship to give thanks for the life even as the loss is grieved.

### **Resident Minister**

If a United Church funeral or memorial service is requested to be held at First United Church, the resident minister of First United Church will officiate at the service, if available. If the wish is for another minister, or lay person to participate in the service, please discuss this with the resident minister before making any arrangements. The resident minister may assign a portion of the service to another minister or lay person; but the liturgy, in all cases, will be shaped, lead and approved by the resident minister.

If the resident minister is unavailable, First United Church will find an authorized funeral officiant, or another United Church minister, to conduct the service. This person will have the same responsibility as the resident minister in shaping, leading and approving the liturgy.

### **Music**

The minister will be pleased to work with the pianist and/or organist to provide music for the service and will help select music/hymns appropriate for the service.

If the wish is to bring in a musician from outside the church, the minister is to be consulted. The pipe organ and sound system in the sanctuary are handled only by personnel authorized by First United.

The First United Choir will be pleased to lead in the singing of hymns and/or provide an anthem if required.

### **Reception**

Following the funeral service or the committal service, a reception may be helpful in terms of establishing contact with the community of support. Such a reception may be held here at First United in either Knox Hall Gym or one of the larger meeting rooms.

The United Church Caterers will be pleased to assist the family by providing a light lunch following the funeral service. Menu choices and the related fee schedules are attached to this

## First United Church Policy and Procedures

document. Leftover food can be taken by the family or will be donated to a local non-profit organization.

Arrangements can be made for other groups to use our church facilities and provide a lunch if that is the wish of the family. These arrangements can also be made through our Office Manager.

### **Fees**

The policy of First United Church is to charge a fee for all funerals conducted in the church. If this fee will cause undue hardship please let the minister know. On the recommendation of the minister, the fee may be reduced.

Officiant fees for funerals held at graveside or a location other than the church shall be the same as for funerals at the church. There will also be an additional fee for committal services held at a time separate from the funeral service.

For onsite funerals, the total fee is to be paid to First United Church. The office manager will make out cheques to the individuals taking part.

Fee for catering to be paid to First United Church Women.

A soloist provided by the church receives an honorarium according to the fee schedule.

If accompanying a soloist, the musician will receive an additional amount according to the fee schedule.

### **Appendix XVIII - Internal Funeral Policy**

#### **Requests from Other Congregations**

When other congregations of the city and area require larger facilities for a funeral service, requests will be received from the Minister(s) of that congregation to the resident minister of First United Church for consideration. In the preparation and conduct of such a service, the resident minister need not be involved.

#### **Resident Minister**

If a lay person is asked to do a United Church funeral, the lay person is to go directly to the resident minister before any arrangements are made to determine how the service will be conducted. The resident minister has the right of first refusal.

In the event that the resident minister is unavailable, the Office Manager shall be obliged to locate and confirm the attendance of non-staff clergy or trained lay personnel to perform the funeral. The trained lay personnel must be on a list approved by Council. When locating an

## First United Church Policy and Procedures

officiant, the Office Manager will take into account first the preference of the family and then equitable dispersion of funerals amongst those who are on the approved list.

### **Funeral Register**

All funerals held at First United Church and officiated by the resident minister or an authorized replacement (lay or clergy) shall be recorded in the funeral register of the church. Such entries shall be signed by the officiant who has responsibility for the service.

When First United Church rents their facility to another congregation the funeral will be recorded in the other congregation's register.

### **Fees**

Fees for funerals will be set by the Church Council upon recommendation from the Stewardship Committee after consultation with the Building and Property Committee and the Ministry and Personnel Committee. These fees should be reviewed every three years.

In the event that our fee may cause undue hardship to a family, on the recommendation of the minister, Church Council may subsidize the fee.

Non-staff clergy and lay people will be paid at the rates set by Church Council for the resident minister.

### **Policy Review**

The Worship & Music Committee, in consultation with the Building and Property Committee and the Ministry & Personnel Committee, shall review all funeral policies at least once every three years.

### **Appendix XIX - External Marriage Policy**

The First United Church building and our resident minister are available for United Church weddings upon request. The sanctuary seats approximately 450 people and our chapel seats 56 people. The resident minister of First United Church may also be contacted to perform a wedding at a location other than First United Church.

In accordance with the congregation's core values of acceptance and inclusiveness, all couples who share a loving, mutual, and life-giving relationship, regardless of gender, are welcome to marry at First United Church.

**Resident Minister**

If a wedding is requested to be held at First United Church, the resident minister of First United Church will officiate at the service, if available. If the wish is to have another minister, or lay person participate in the service, please discuss this with the resident minister before making any arrangements. The resident minister may assign a portion of the service to another minister or lay person; but the liturgy, in all cases, will be shaped, lead and approved by the resident minister.

If the resident minister is unavailable, First United Church will find another United Church minister to conduct the service. This person will have the same responsibility as the resident minister in shaping, leading and approving the liturgy.

**Marriage Preparation**

All couples are required to participate in an approved marriage preparation course. The church office will have information about local courses and out of town couples may find similar courses closer to where you live. Proof of attendance must be forwarded to the church office before the wedding date.

**Wedding Service**

Couples will meet with the minister at least once before the wedding date to plan the wedding service. The wedding will be based on a United Church order of service, but the couple will be given lots of flexibility in the planning process.

**Music**

The minister will be pleased to work with the pianist and/or organist to provide music for the service and will help you select music/hymns appropriate for the service.

If the wish is to bring in a musician from outside the church, the minister is to be consulted. The pipe organ and sound system in the sanctuary are handled only by personnel authorized by the church.

**Rehearsal**

The date and time for the rehearsal will be decided by the minister and the couple. It is very important that all participants in the ceremony attend the rehearsal: the couple, parents, minister, attendants, musicians, ushers, readers, etc.

**Photography & Recording Devices**

Flash photography is permitted only during the procession, signing of the register and the recession. Video recording is permitted only from a stationary point which must be determined before the start of the ceremony.

**Booking/Fees**

The policy of First United Church is to charge a fee for all weddings conducted in the church (see attached schedule).

A \$100 deposit (non-refundable) is required to book your date and time. In the event that more than one wedding is booked for the same date, choice of times is on a first come, first served basis. Getting your deposit in early secures your date and time.

Wedding fees must be paid 2 weeks prior to the wedding date. Your deposit will be applied to the wedding fees.

Officiant fees for weddings held at a location other than the church shall be the same as for weddings at the church.



Appendix XX – Wedding Information form

**FIRST UNITED CHURCH  
WEDDING INFORMATION FORM**

<b>Wedding Date:</b>		<b>Rehearsal Date:</b>	
Time:		Time:	
Place:	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Chapel <input type="checkbox"/> Other ( <i>Specify</i> ):		
<b>Presiding Minister:</b>		<b>Guest Minister:</b>	
Phone #:		Phone #:	

<b>SPOUSE:</b>	
Surname:	Given Names:
Name called by:	
Marital Status:	If Divorced, Suit No.:
Religious Affiliation:	
Date of Birth:	Place of Birth:
( <i>If Registered under The Indian Act</i> ) Name of Band:	Registry #:
Residential Address:	Home Phone #:
	Cell Phone #:
Email:	Work Phone #:
<b>Parent Surname:</b>	Given Names:
Place of birth:	Phone #:
Birth Surname (if different than current):	
<b>Parent Surname:</b>	Given Names:
Place of birth:	Phone #:
Birth Surname (if different than current):	
<b>SPOUSE:</b>	
Surname:	Given Names:
Name called by:	
Marital Status:	If Divorced, Suit No.:
Religious Affiliation:	
Date of Birth:	Place of Birth:
( <i>If Registered under The Indian Act</i> ) Name of Band:	Registry #:
Residential Address:	Home Phone #:
	Cell Phone #:
Email:	Work Phone #:
<b>Parent Surname:</b>	Given Names:

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Place of birth:		Phone #:	
Birth Surname (if different from current):			
<b>Parent Surname:</b>		Given Names:	
Place of birth:		Phone#:	
Birth Surname (if different from current):			
<b>WEDDING PARTY</b>			
Number in the wedding party:			
Attendants (First Spouse):		Attendants (Second Spouse):	Ushers:
Flower Girls:		Ring Bearers:	Candle Lighters:
Other( <i>describe</i> ):			
<b>Witness:</b>			
Mailing Address:		Phone #:	
<b>Witness:</b>			
Mailing Address:		Phone #:	
<b>Color Scheme:</b>			
<b>ARRANGEMENTS:</b>			
<b>Total fees assessed:</b>		<i>(based on the fee schedule when booking)</i>	
<b>Wedding preparation course:</b>		<b>Date taken:</b>	
<b>First meeting with minister:</b>			
<b>Second meeting with minister (if needed):</b>			
<b>Name of Organist/Pianist:</b>			
Mailing Address:		Phone #:	
		Email:	
<b>Name of Soloist:</b>			
Mailing Address:		Phone #:	
		Email:	
<input type="checkbox"/> Single ring ceremony <input type="checkbox"/> Double ring ceremony			
<b>Approximate number of guests attending:</b>			
<b>Place of reception:</b>		<b>Time:</b>	
<b>Your permanent address:</b>		Phone #:	
<b>DATE OF BOOKING:</b>			
<b>SIGNATURES:</b>			

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<b>SPOUSE:</b>		
<b>SPOUSE:</b>		
<b>MINISTER:</b>		
<b>FEES PAID</b>		
<b>Deposit:</b>	<b>Date:</b>	<b>Receipt No.</b>
<b>Final Payment:</b>	<b>Date:</b>	<b>Receipt No.</b>
<b>TOTAL:</b>		

**Appendix XXI - Internal Marriage Policy**

**Requests from Other Congregations**

When other congregations of the city and area require larger facilities for a wedding service, requests will be received from the Minister(s) of that congregation to the resident minister of First United Church for consideration. In the preparation and conduct of such a service, the resident minister need not be involved.

**Resident Minister**

In the event that the resident minister is unavailable, the Office Manager shall be obliged to locate and confirm the attendance of non-staff United Church clergy to officiate at the wedding.

**Marriage Register**

All weddings held at First United Church and officiated by the resident minister or an authorized replacement shall be recorded in the marriage register of the church. Such entries shall be signed by the officiant who has responsibility for the service.

When First United Church rents their facility to another congregation the wedding will be recorded in the other congregation's register.

**Fees**

Fees for weddings will be set by the Church Council upon recommendation from the Stewardship Committee after consultation with the Building and Property Committee and the Ministry and Personnel Committee. These fees should be reviewed every three years.

Non-staff clergy will be paid at the rates set by Church Council for the resident minister.

**Policy Review**

The Worship & Music Committee, in consultation with the Building and Property Committee and the Ministry & Personnel Committee, shall review all marriage policies at least once every three years.

**Appendix XXII- Investment Policy**

- All church funds, when invested, are to be invested in a way to maximize income generated by the invested capital, so long as this does not jeopardize the safety and security of the principal. (Being a prudent investor – Sec. 44 of the Trustees’ Manual).
- Investments may be made in:
  - Federal, provincial, municipal, or corporate bonds with a credit rating of ‘A’ or higher.
  - High Interest Savings Accounts, Term deposits and Guaranteed Investment Certificates insured by the Credit Union Guarantee Corporation and/or Canadian Deposit Insurance Corporation.
  - Other investment in its gifted form until beneficial to convert to cash.
- When and if First United Church ceases to exist, the disposition of the funds will be determined by the congregation at that time. (Refer to Church Property Matters, Sask. Conference, Section7).
- The governing body (Church Council) is responsible for deciding on the investment of funds (The Manual 2019, Section G4.2.3).
- The Trustees will review performance of investments periodically at scheduled meetings of the Trustees. (Section 45.8, Trustees’ Manual).
- Review of investment policies and goals should be done, at least annually by Trustees during a scheduled meeting. (Section 45.9, Trustees’ Manual).
- The Board of Trustees is represented at Church Council meetings by the Chair of Trustees or substitute to report on issues pertaining to investments. (Section 45.10 Trustees’ Manual).
- Revisions to the Investment Policy are to be made by the Trustees and approved by Church Council.

**Appendix XXIII - Planned Giving Policy**

A planned gift is a gift made from the accumulated assets of the donor rather than regular income. This may include bequest from an estate or gifts of property such as real estate, insurance or money.

The purpose of the Planned Giving Fund is to build a financial reserve for future years when our congregation may experience difficulties meeting its financial commitments.

The fund is intended to be separate and distinct from all other Church funds.

When a donor designates a specific purpose for a gift, such gifts may be exempt from the Planned Giving Fund.

There will be no disbursement of principal from this account unless approved by a Congregational meeting. Interest or capital gains earned may be spent annually.

In the event that earnings in any year are greater than expenditures, the earnings will remain in the account and be available for future years. However, unused earnings may be deemed to be principal if directed by a Congregational meeting.

Disbursements may be used to:

- Enable members or adherents to grow in faith through courses, training or conferences
- Award scholarships or grants for the purpose of attending theological or music training
- Make capital improvements or major building maintenance
- Undertake outreach into community programs and projects of the United Church of Canada
- Initiate other expenditures as approved by a Congregational meeting

**Appendix XXIV- Pet Policy**

Pets are not allowed on church property, except for special occasions. This policy does not apply to service animals.

**Appendix XXV - Identity Statement**

**MISSION STATEMENT**

We, at First United Church, are called by the Spirit  
to be a caring community of faith  
actively pursuing spiritual growth and compassionate outreach

**CORE VALUES**

- Acceptance
- Inclusiveness
- Spirituality
- Hospitality
- Respect
- Social Justice

**IDENTITY STATEMENT**

Guided by the Spirit, we:

- Embrace all forms of human diversity;
- Explore new paths to being a Christian community in today's world;
- Engage in a variety of ways of experiencing God;
- Strive to be compassionate and caring;
- Reach out locally and globally to enhance the lives of all.

In Wisdom, this is our journey.

*Identity Statement approved by Church Council April 28, 2016, with the intent to review every three years to revise as necessary.*

**Appendix XXVI – Process for Hiring for New Positions**

1. The relevant Church Committee will draft the job description for the proposed position, including duties of the employee, proposed wage, hours of employment, and term of contract.
2. a) This draft will then be forwarded to the Ministry and Personnel Committee for review and recommendations re: conditions outlined in the contract, possible worker benefits for the employee, and information on the overall staffing arrangements within the church, if relevant to the purposed position. A revised draft with recommendations from Ministry and Personnel will be given to the referring Committee.  
  
b) When necessary, the Pastoral Relations Committee will be consulted (see Congregational Designated Minister, October 2016).
3. The Church Committee can then recommend the creation of the new position to the Executive, to be presented to Council.
4. The position should be posted internally in the Church Bulletin for 2 weeks. If a candidate cannot be found, then the position can be posted externally.
5. Once the appropriate committee has made a decision about an applicant, it will bring a recommendation to Church Council for a decision, after which the committee can make an offer of employment.

**Appendix XXVII – Freewill Collection**

**First United Church freewill collection policy**

**2017-11-30**

**Principles**

First United Church believes in fairness and transparency regarding management of funds collected for any activity associated with the Church. This includes activities that it permits to take place on its property through space-use agreements.

**Policy**

The free-will collection policy varies depending on the nature of association of the activity with the Church. In particular, the Church wants to prevent, as far as practical, any perception that 1) freewill collections are going to the Church when they are not and, 2) that donations to the Church are handled improperly.

- A. Activities for which First United Church is wholly or partly responsible:
  - i. Free-will collections during and/or for these activities are donations to the Church. The donations are managed by the Church and the total of donations for activities will be available to the Church congregation. The exception is that Council may decide that donations are collected for other charitable purposes other than for the Church. For the latter case when the donations are not going

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to the Church directly, the destination of the funds collected will be clearly indicated to givers.

- ii. No individual involved in a Church activity shall solicit any sort of private freewill collection (tip, gift) from activity participants for provision of the activity. This includes explicit solicitation by direct request or implicit solicitation by suggestive means such as having an open container for collections by the activity provider.
- B. Activities of groups/individuals that are not First United Church responsibility. This includes activities that the church sponsors by providing free or subsidized meeting space. It also includes activities that simply take place on space rented from the Church at normal rate.
  - i. Freewill collections are entirely to the space users and become their property and responsibility.
  - ii. The Church asks that space users are transparent with potential givers regarding the purpose of their freewill collections.

### **Additional guidance to help use the policy**

#### **Pre-set participation fee is not included in this policy but will often avoid potential misunderstandings if used instead of freewill collection requests**

It is well understood by payers that a pre-set participation fee is not a donation and that it will become the property of whoever is responsible for the activity. Therefore, the Church prefers pre-set participation fees over freewill collections as a means for space users to collect funds from participants whenever the Church is concerned about potential misunderstandings about the responsibility and/or destination for freewill collections.

### **Church-sponsored space**

Sponsorship of Category B activities indicates that these could be perceived as Church activities. Potential problems of responsibility or destination of freewill collections is probably not a problem for recurring activities that are done by recognized not-for-profit groups. However, for sporadic activities by space user whose affiliation the participant may not understand, the participant may assume the freewill collection is going to the Church. Where potential understanding is deemed great, the Church may want to take part responsibility for activity (converting it to Category A) and collect the freewill collections and then pay that activity providers through agreed fee, honorarium, or donation to the not-for-profit group.

### **Freewill collection requests by space users who indicate intent to give some to the Church**

Confusion is inevitable for category B activity if there is a freewill collection and the space user identifies that it will be giving some to the Church, especially if the amount notionally intended for the Church is collected separately. By the policy, the space user owns all freewill collections. They can certainly indicate their plans to give some to the Church but they cannot imply that they are, in any way, authorized by the Church to collect on behalf of the Church or that the

## First United Church Policy and Procedures

Church has any responsibility for proper handling of the collections including checking that any funds are, in fact, given to the Church.

### **Space users who are staff or members of Congregation**

Special care is needed to avoid confusion regarding destination and handling of freewill collections for activities falling into category B for which the space users are staff and/or members of the Congregation. Because of association with the Church, potential issues with perceived impropriety may exist even if efforts are made to inform participants that the collection is for a non-Church charity or the activity is simply income to a non-Church enterprise operating in space rented from the Church. The issues are greatest for staff but also real for those recognized as part of the Congregation. If freewill collections under category B activities being done by staff or recognized congregation member is to a charity, there are two options to avoid potential issues 1) have someone present who is authorized by that charity to collect donations and who provides receipts from the charity for those donations, or 2) if the aims of the charity closely align with those of the Church and Council agrees, have the donations to go to the Church but indicate that the Church will then donate that amount to that Charity (i.e. convert activity to category A). For freewill collections for non-charity enterprises by staff or members of the Congregation, the potential for reputation-damaging issues arising is large and so the collection of freewill collections needs to be carefully considered and pre-authorized by Council; insisting the activity take place off Church property is generally preferred.

### **Appendix XXVIII – Scent Policy**

**First United Church Scent Policy**

**2019-11-28**

#### **Scent Free Policy for First United ( Worship & Music committee)**

A fragrance free environment helps create a safe and healthy building. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath and difficulty with concentration. People with allergies and asthma report that certain odours, even in small amounts, can cause asthma symptoms. For this reason First United Church is a Scent Free environment. Staff, congregation and visitors are asked to not use scented products when entering the building.

## First United Church Policy and Procedures

### **References**

First United Church Volunteer Manual, 2017

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Ministry and Personnel (M&P) Committee Guidelines, Jan. 2010, United Church of Canada

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