

CONSTITUTION WESTMINSTER UNITED CHURCH

A. Background

Westminster United Church had historically operated under the Official board structure. This structure is based on two separate bodies; the Committee of Stewards and the Session administer the main functions of the Church. Members of both Committees meet to form an Official Board that had met quarterly. During 2002, an ad hoc group, following discussions with the Presbytery Review Team and the participants of the Church as a Human Community group, considered the option of a written constitution under an Executive Council structure. Under this new structure, a Council would meet monthly. The work, formerly done by the Session and the Committee of Stewards, would be handled by sub-committees reporting to the Executive Council. The work of the church remains the same; the only change is the committee structure.

B. Meetings of the Congregation

i. There will be at least one meeting of the congregation held during the year and one annual meeting held during the year. Meetings of the congregation will be called by the Executive council and will be held in accordance with the United Church Manual (hereafter referred to as **the Manual**).

ii. A meeting of the congregation of Westminster United Church may be called by the Minister in charge, or by the Executive Council of Westminster United Church, or at the request of ten (10) persons, in full membership of Westminster United Church, in writing to the Executive Council of Westminster United Church with two (2) weeks notice. The purpose of the special meeting shall be clearly stated in the request and only matters so stated shall be considered at the meeting. If the subject of the meeting is the pastoral charge, the meeting is subject to the supervision of the Toronto West Presbytery.

C. The Executive Council

1. The Executive Council is elected by the congregation of Westminster United Church and is responsible to the congregation. Elections and confirmation of positions and officers shall take place annually. All members of the Executive Council must be members in good standing of Westminster United Church.

2. The Executive Council is composed of the following members:

- Chair
- Vice-Chair
- Treasurer
- The Minister

CONSTITUTION WESTMINSTER UNITED CHURCH

- The Presbytery representatives as authorized by the Toronto West Presbytery

As well as Chairs or a designated representative of the following Committees of Westminster United Church:

- Christian Development
- Ministry & Personnel
- Worship
- Communications
- Pastoral Care
- Congregational Life
- Social Concern and Outreach
- Finance and Property
- Stewardship
- Trustees

Each person attending shall only have a single vote and shall count as only one (1) person for the purpose of determining a quorum of the meeting.

A quorum of the Executive Council of Westminster United Church shall be nine (9) members.

3. The duties of the Executive Council of Westminster United Church shall be:
 - a. To co-ordinate and oversee the work of all the committees and organizations of Westminster United Church.
 - b. To provide direction for committee programs as required and to act as a consultative body for the chairs of the Committees.
 - b. To report to the Congregation of Westminster United Church as required in paragraph A at least annually regarding its life, work and financial position and to present a financial budget for the coming year.
 - c. To prepare an annual report to the annual meeting of the congregation.
 - d. For the discipline of members.
 - e. To appoint a Nomination Committee of Westminster United Church in the manner provided by this Constitution of Westminster United Church as set out in Section D of this Constitution.

CONSTITUTION

WESTMINSTER UNITED CHURCH

- f. To discharge all other duties assigned by the **Manual** referring to the Executive Council of Westminster United Church as the Official Board of Westminster United Church.
- g. The position of Auditor reports directly to the Congregation and is not part of the Executive Council. The Auditor shall be appointed annually at the annual meeting of the Congregation.
- h. A meeting of the Congregation of Westminster United Church may be called by the Minister in charge, or by the Executive Council of Westminster United Church, or at the request of ten (10) persons, in full membership of Westminster United Church, in writing to the Executive Council of Westminster United Church with two (2) weeks notice. The purpose of the special meeting shall be clearly stated in the request and only matters so stated shall be considered at the meeting. If the subject of the meeting is the pastoral charge, the meeting is subject to the supervision of the Toronto West Presbytery.

D. The Nomination Committee

There shall be a nominating committee for a limited time during the year whose function is to source new members from Westminster United Church for the Committees. This committee is not represented on the Executive Council of Westminster United Church. The nominating procedure is as follows:

- 1 The Vice-Chairperson of the Executive Council shall serve as Chairperson of the Nomination Committee.
- 2. In the late fall of each year:
 - a. The Chairperson of the Nomination Committee and the Minister shall form a Nomination Committee of no fewer than four (4) persons, drawn from the congregation in general.
 - b. In conjunction with the chairs of the committees, the Nomination Committee shall prepare and present for adoption to the annual meeting of the Congregation the names of all Standing Officers, Committee Chairpersons and members of the Standing Committees for the ensuing year.
 - c. Members of the Committee of Trustees shall be elected by the Congregation in accordance with the Manual.
 - d. Members of the Ministry & Personnel Committee shall be appointed and elected by the Executive Council in accordance with Section 189 of the Manual.

CONSTITUTION

WESTMINSTER UNITED CHURCH

- e. The list will be presented to the Executive Committee two (2) weeks before the annual meeting of the congregation.
 - f. The Nomination Committee will be dismissed at the conclusion of the annual meeting of the congregation.
3. To ensure continuity, in the periods between the operation of the appointed Nomination Committee, the Chairperson and the Minister shall jointly serve as a consultative source for names of persons for any positions, which become vacant and to assist committees in securing new or additional members. The Minister can recommend but not nominate members of the Ministry & Personnel Committee.
4. Vacancies in officers and committees occurring during the year, except for Ministry & Personnel and Trustees, may be filled by the Executive Council. Persons so appointed shall hold office until the next meeting of the congregation.

E. Provision for All Committees

- 1. The goals and objectives of the committees of the church are outlined in Appendix 1 of the Constitution. The process of amending these descriptions is covered in Section H of this Constitution.
- 2. Each committee shall have a Chair and a Vice-Chair elected by the committee concerned.
- 3. The Minister, Chair and the Vice-Chair of the Executive Council shall be ex-officio members of all Committees except for the Ministry and Personnel Committee. Ex-officio is defined by the Manual. When the Chair and or the Vice-Chair of the Executive Council wish to attend a committee meeting, they shall in advance of the meeting inform the chair of the committee and the members the purpose and reason for their attendance.
- 4. Each committee shall develop a financial budget and action plan for the support and development of its program and shall submit to the Treasurer and the Finance Committee at the appropriate time an estimate of its costs and projected revenues for the year. The chair of the committee shall inform the Finance committee of changes in projects and the impact on Westminster affairs.
- 5. Each committee shall keep minutes. Tape recording of the meeting without the informed and unanimous consent of the committee is prohibited. The minutes should not

CONSTITUTION

WESTMINSTER UNITED CHURCH

be transcripts and should summarize, in an appropriate manner the salient points of the meeting, including attendance, resolutions, decisions and items for action. The Secretary of the meeting should sign each page and all persons who have contributed to the preparation of the minutes should be clearly and plainly disclosed.

6. In the event that the Chair of the committee is unable to attend a meeting of the Executive Council, the committee shall appoint a representative to attend and such representative shall be entitled to vote.

7. Members of the congregation are permitted and encouraged to attend the meetings of the committees except for the Ministry and Personnel Committee but are precluded from voting, chairing or making motions in accordance with the Manual.

8. The appointment of Chairs and Vice-chairs of committees shall be for two (2) years, with an option of extending their chair, with the approval of the committee for an additional year, subject to the pleasure of the Executive Council and the congregation. The chair of a committee shall not serve for a second consecutive term

9. The appointment of committee members shall be for a three (3) year term with the option of a second three (3) year term, prior to leaving that committee for at least one (1) term, to enable them to offer their talents and service on another committee or in another area of the church. One third of the members shall be appointed each year. Initial appointments shall be for one (1), two (2) and three (3) year terms.

10. Committee members shall either be members or adherents of the congregation except for members of the Ministry & Personnel Committee and the Committee of Trustees who, in accordance with the Manual, shall be members of Westminster United Church.

Members are those who have joined the congregation by transfer or by profession of faith. Adherents are those who support the congregation with their time, talents and resources.

11. Each committee shall consider annually its long range plans and objectives, particularly as they relate to the church as a whole and inform the Executive Council of the results of these deliberations.

F. Minimum Frequency of Meetings

Congregation - twice a year

**CONSTITUTION
WESTMINSTER UNITED CHURCH**

Executive Council of the Chair - **monthly, September through June and at the call**

Committees of the Chair - **monthly, September through June and at the call**

Trustees - **as required**

G. The Presbytery Representatives

Presbytery representatives shall be nominated by the Nominating Committee and elected by the congregation at the Annual Meeting. The number of Presbytery Representatives shall be determined by the Presbytery.

The Presbytery representatives shall report regularly to the Executive Council.

The representatives shall serve for a three (3) year term with an option of another term.

H. Coming into Force

This constitution will come into force upon receiving the approval of a meeting of the congregation and subject to the ratification of the Toronto West Presbytery.

I. Amendments to the Constitution of Westminster United Church

This constitution may be amended annually at the annual meeting of the congregation, provided that sixty (60) days written notice of the intention to propose such an amendment is given to the Executive Council who shall authorize the inclusion of the amendment to the constitution as an agenda item for the annual meeting, and a majority of the members voting at a congregational meeting approve the amendment.

WESTMINSTER UNITED CHURCH THE COMMITTEES OF THE CHURCH

THE COMMITTEES OF WESTMINSTER UNITED CHURCH

1.0 Christian Development

Mission Statement

- To co-ordinate the Christian Experience at Westminster United Church

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation. It is desirable that the Sunday School Director serves as a member.

Duties

- Christian Education and Sunday School
- Church Picnic
- Christmas Pageant
- Lenten Breakfast
- Bible Study
- Other duties as required or assigned by the Executive Council.

2.0 Ministry & Personnel

Mission Statement

- To administer the Ministry & Personnel function in accordance with the requirements of the Manual.

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members.
- All members of the committee shall be members of Westminster United Church.
- The members of the Committee are appointed and elected by the Executive Council by the Congregational Meeting.

Duties

- The responsibilities of this committee are defined by the Manual.

3.0 Worship

Mission Statement

- To co-ordinate and plan Christian Worship at Westminster United Church

Membership

WESTMINSTER UNITED CHURCH THE COMMITTEES OF THE CHURCH

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation. It is desirable that the Music School Director serves or attends as a member. A position should be reserved for a Youth Member.

Duties of the Committee

- The planning of Worship services
- The planning and co-ordination of Baptisms.
- The care of the chapel.
- The planning and organization of all Communion services
- Other duties as required or assigned by the Executive Council.

4.0 Communications

Mission Statement

- To co-ordinate and plan the communication and interaction of Westminster mission, both internally and externally.

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation.

Duties of the Committee

- The co-ordination of the Chimes publication.
- CR Marchant representation
- Beaver/Cubs liaison
- The co-ordination of all Westminster advertising in the Etobicoke and Weston Guardian.
- Day Care liaison
- Spanish liaison person
- This committee is not involved in Contract Administration
- Other duties as required or assigned

5.0 Pastoral Care

Mission Statement

- To co-ordinate and plan Christian Visitation and contact among the members of Westminster United Church

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation.

WESTMINSTER UNITED CHURCH

THE COMMITTEES OF THE CHURCH

Duties of the Committee

- The co-ordination of Congregational visitation as required
- The maintenance of baptismal, death and membership records
- The sending of cards to members.
- Communication of Member needs to the Minister
- Other duties as required or assigned by the Executive Council.

6.0 Congregational Life

Mission Statement

- To co-ordinate and plan the activities which affect the members of Westminster United Church.

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation.

Duties of the Committee

- The co-ordination of the Youth group
- Men's and Women's Groups
- Co-ordination with the TTFF representative
- The operation of the annual Anniversary event.
- The planning of the Fall Fair
- Other duties as required or assigned by the Executive Council.

7.0 Social Concern & Outreach

Mission Statement

- To co-ordinate and plan Social Concern activities and Outreach at Westminster United Church

Members hip

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation.

Duties of the Committee

- Co-ordination of the Westminster involvement in WAES and Food Bank
- Co-ordination of the Westminster involvement in the Fun Fridays program.
- Co-ordination of the Westminster involvement in the Christian Community Connection
- Co-ordination of the Westminster involvement in the Community Dinner program
- Co-ordination of the Westminster involvement in the Meals on Wheels program.
- The promotion of Mission and Service program.

WESTMINSTER UNITED CHURCH

THE COMMITTEES OF THE CHURCH

- The promotion of the United Church Observer.
- Other duties as required or assigned by the Executive Council.

8.0 Finance & Property

Mission Statement

- To administer and co-ordinate the financial and property function at Westminster United Church

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation. The Treasurer and the Envelope Secretary should be members or at least attend the meetings.

Duties of the Committee

- The care and maintenance of the physical Church Property
- The administration of Church rental and leasing contracts.
- The co-ordination of Church Use and determination of appropriate rental rates.
- The preparation of Church financial budgets and forecasts.
- Co-ordination of the weekly deposit and banking.
- Maintaining bank relationships and signing authorities.
- Review and approval of the financial reports.
- Other duties as required or assigned by the Executive Council.

9.0 Stewardship

Mission Statement

- The education of the members of Westminster United Church on church needs in the temporal sphere.

Membership

- Chair, Vice-Chair and between four (4) and ten (10) members elected by the congregation.

Duties of the Committee

- Long range planning
- Fund Raising co-ordination
- Member communication in respect Finance and Events
- Pledge and Givings Co-ordination
- Other duties as required or assigned by the Executive Council.

WESTMINSTER UNITED CHURCH THE COMMITTEES OF THE CHURCH

10.0 Trustees

Mission Statement

- To administer the Committee of Trustees function in accordance with the requirements of the Manual.

Membership

- Chair, Vice-Chair and between three (3) and ten (10) members.
- All members of the committee shall be members of Westminster United Church.
- The members of the Committee are elected by the Congregation at a Congregational Meeting.

Duties

- Duties as determined by the Manual.