

Gilmore Park United Church Governance Document



*“For we do not proclaim ourselves; we proclaim Jesus Christ our Lord and ourselves as your slaves for Jesus’ sake. For it is the God who said, ‘Let light shine out of darkness,’ who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ. But we have this treasure in clay jars, so that it may be made clear that this extraordinary power belongs to God and does not come from us.”
(2 Corinthians 4: 5-7)*

Gilmore Park United Church

001 “Policy Governance®” Model As of February, 2009

This document replaces the Constitution of Gilmore Park United Church of 2001 and the Governance Document of May, 2004 and its various amendments up to and including the amended Governance Document of October, 2007.

A. Foundational Scripture

“For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ and individually we are members one of another.” (Romans 12: 4-5)

“After they had appointed elders for them in each church, with prayer and fasting they entrusted them to the Lord in whom they had come to believe” (Acts 14: 23)

“For we do not proclaim ourselves; we proclaim Jesus Christ our Lord and ourselves as your slaves for Jesus’ sake. For it is the God who said, ‘Let light shine out of darkness,’ who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ. But we have this treasure in clay jars, so that it may be made clear that this extraordinary power belongs to God and does not come from us.” (2 Corinthians 4: 5-7)

B. Governance

The organizational model of the congregation shall be the Policy Governance® Model as outlined and expressed in this Governance Document. This is in accordance with the MANUAL Section 279.

C. Preamble:

All ministry begins from and is sustained by Jesus Christ, our only ruler and head of the church, to whom “all authority on heaven and earth has been given”. As followers of Jesus Christ, we are his body, the visible presence of Christ in the world, the church. The church gathers, equips and sends out all people to participate in the ministry of Jesus Christ in the world. The MINISTER and MINISTRY TEAM are called by God to *equip* the CONGREGATION for this ministry. Accordingly, Gilmore Park United Church has prayerfully and thoughtfully discerned the call of God to change its organizational structure to a Policy Governance® Model.

Policy Governance® was developed by John Carver, and is outlined in his books *Boards That Make A Difference*, *Reinventing Your Board*, and other of his writings. This model

This document was last revised on May 28, 2009

is the world's only complete, universal theory of governance especially for "servant-leadership" organizations such as non-profit groups and public institutions (hospitals, school boards, etc.) The Policy Governance® Model is applicable to and has been implemented by many churches across North America. Several United Churches in Canada have implemented the model either in whole or in part, and many more are considering and studying it.

It is our belief that Policy Governance® is the most effective form of governance for our time, as it will free up church leaders to use their spirit-given gifts, discern the will of God, and implement decisions with minimal bureaucracy and time-consuming meetings. It will also free up more of the people of the congregation from running the church to allow them to exercise their own ministry by growing in their faith through small groups or discipleship classes, and taking part in outreach or social justice projects in the community and throughout the world.

D. How does Policy Governance Work?¹

The CONGREGATION recognizes a COUNCIL of elders as its spiritual leaders, and entrusts the COUNCIL to carry out the mission, vision, and goals of the CONGREGATION. If the CONGREGATION does not achieve what it wants to achieve then ultimately the COUNCIL is responsible. But a group that only meets three times per year cannot possibly do all the work that is required. The COUNCIL, therefore, divides the work into two basic components: Ends (The corporately discerned mission, vision and ministry of the congregation, known as "Ministry") and Means (the particular way the Ministry will be achieved).

Work on Ends ("Ministry") is kept solely in the COUNCIL's hands. This is the work of ensuring that all the members and interested persons in the CONGREGATION are heard, and that God is listened to and addressed through prayer and the study of Scripture. This is in order to determine what direction the CONGREGATION should be going, what its needs, hopes, dreams, worries, and visions are. Based on that hearing process, the COUNCIL then lays out clearly and in written form what direction and goals it will pursue. It starts doing this broadly, based on the CONGREGATION's Mission Statement and Core Values, then narrows down to be more specific. *It is disciplined in not saying how it will achieve these things but only what it wants achieved.*

COUNCIL then takes a look at the Means ("how do we actually do this?") This "how to" work is assigned to the ACCOUNTABLE BOARD ("BOARD") with strict, written policies outlining the expectations for how the work will be done and what standards will be followed. These policies include a list of the values the work shall follow, as well as the standards for work in such areas as personnel, budgeting, the protection of assets, treatment of BENEFICIARIES, etc. While in the past these expectations were either haphazardly produced (and often lost in past minutes) or not known until a group of people gathered to decide about them (usually on a case by case basis), in Policy

¹ Adapted from "Policy Governance and Power" by Doug Goodwin, United Church of Canada BC Conference Publication, © 2002 United Church of Canada.

Governance® they are developed before problems arise. Before even starting to undertake work, the expectations of the COUNCIL are known to the BOARD.

Once produced, these policies are then monitored regularly by the COUNCIL to ensure they are being followed. They become living, useful tools of governance rather than lofty ideals stored in a binder.

Within the limitations imposed by the COUNCIL and directed by the Ministry Policies, the BOARD is now free to use its gifts to accomplish what has been asked. Within the budgetary constraints imposed, staff are hired, directed, an office is maintained, programs are initiated, committees or teams are struck or disbanded. Just as power was delegated from the COUNCIL to the BOARD, so power is further delegated by the BOARD to staff, committees or teams using the same discipline of stating the Ministry to be achieved and the limitations in which to work. Clear about the extent of their power and the goals to be achieved, the staff, committees or teams can now exercise their gifts with imagination and passion.

E. Compliance with United Church Law

We believe that this structure is in compliance with the Manual of the United Church of Canada, (“MANUAL”), either in actual provisions, or in the spirit in which the MANUAL was developed and written, and is striving for the same ends as the MANUAL provides. Indeed, establishing a congregational structure and organization which best suits the ministry of a particular congregation is in the spirit of the United Church of Canada from its inception.

Section 103 of the MANUAL states:

Church structures should be designed to liberate and to enable the people of God to exercise their ministry in building up the body of Christ through worship, reconciliation, evangelism and outreach, service, and the seeking of justice.

Section 279 of the MANUAL states:

Different Forms of Organization: The Pastoral Charge or Congregation may establish a form of organization different from those provided in sections 140-190, sections 200-213 and sections 215-228. Such organization shall ensure that the functions set out therein are clearly identifiable. Any new form of organization shall be approved by the Pastoral Charge or Congregation at a meeting duly called for this specific purpose. The proposal for the new structural form shall then be forwarded to the Presbytery to be approved. There must be a Board within each Congregation named as Trustees.

F. Congregational Requirements

1. The CONGREGATION shall meet at least annually, in accordance with the requirements of the MANUAL.
 - a. A quorum for congregational meetings shall be 30 members.
2. The CONGREGATION shall be constituted according to the requirements of the MANUAL sections 104 and 113-116.

3. The CONGREGATION will elect a BOARD and charge them with the task of discerning from among their membership members of COUNCIL who will be elders and spiritual leaders according to the requirements of the MANUAL sections 130-136.
4. The requirements and gifts of COUNCIL members (elders) will be as follows:
 1. Membership in the CONGREGATION (in accordance with the MANUAL)
 2. Faith (as is expressed in the Renewal of Baptismal Faith questions in *“Celebrate God’s Presence: A Book of Services for the United Church of Canada”*)
 3. Wisdom
 4. Leadership
 5. Discernment
5. All of the authority of the CONGREGATION between annual meetings is delegated to the COUNCIL apart from the exceptions noted in this Governance Document.
 - a. Amendments to COUNCIL Policies may be made between annual meetings of the CONGREGATION, and acted upon.
 - b. Congregational meetings shall not be used as a forum for the wording or re-wording of COUNCIL policies, but rather as a forum for the CONGREGATION to communicate to the COUNCIL its wisdom, discernment, needs, concerns and desires. The CONGREGATION then entrusts the COUNCIL to make policy accordingly.
6. The CONGREGATION has the right to appeal any decision of the BOARD to the COUNCIL, and any COUNCIL decision to the Presbytery. Such appeal must be made in writing.
7. The CONGREGATION will approve the following annually:
 - a. The continued use of the Policy Governance model.
 - b. All Annual Financial Statements
 - c. An annual budget.
8. The CONGREGATION will elect Trustees and Presbytery Representatives according to the requirements of the MANUAL.
 - a. If the CONGREGATION is unable to fulfill this duty, it shall fall to the COUNCIL to appoint individuals as Trustees or Presbytery Representatives.

G. Approval by the Congregation and Presbytery:

At the congregational meeting of February 15, 2004, it was moved by Rhona Panton and seconded by Linnette Heslop that the congregation supports the development of a new organizational structure as outlined in the Nominations Committee Report. That the congregation agrees to suspend its existing constitution, in so far as that is necessary, in Council’s view, to establish the new organization. That the congregation asks the Council, after working with the new organizational model for a year, to present to the congregation a more complete set of policies on how the structure should operate at next year’s Annual Congregational meeting. CARRIED (Unanimously).

At the congregational meeting of February 26, 2006 the following motion was proposed:
“That, after having received permission from the Presbytery of Vancouver South to “keep on experimenting with the model”, that the Congregation continues to do so, while maintaining close contact with the Presbytery. “
CARRIED with only one opposing vote.

Gilmore Park United Church

050 Definitions

In this document –

The use of CAPITAL LETTERS implies a definition as described hereunder.

COUNCIL *means*

The group of people called and duly elected as *elders* of Gilmore Park United Church, along with the MINISTER. In accordance with the MANUAL Section 130: “Elders are those persons of the Pastoral Charge or Congregation who are chosen by the Pastoral Charge or Congregation for their wisdom, caring, spiritual discernment, and other gifts of the Spirit, and to whom the responsibility of leadership amongst the whole people is entrusted as appropriate by and within a particular community of faith.”

COUNCIL is the official court of the United Church of Canada.

CHURCH *means*

Gilmore Park United Church, a congregation of the United Church of Canada.

BOARD *means*

ACCOUNTABLE BOARD - a group of people elected by the CONGREGATION annually who represent all areas of the congregation’s life and work. The BOARD is charged with making all decisions and taking all actions regarding the *means by which* COUNCIL “Ministry Policies” are to be carried out within the boundaries of the COUNCIL’s “Executive Limitation” policies. The BOARD is accountable to the COUNCIL for its work.

MINISTRY TEAM *means*

The paid accountable ministry personnel team, consisting of the Minister of Word Sacraments and Pastoral Care, the Minister of Congregational Life (All Ages), the Minister of Music, and those persons entrusted with the Ministry of Administration, and any other paid accountable ministry personnel as may be added. The MINISTRY TEAM are accountable to the COUNCIL through its Ministry & Personnel Committee.

CONGREGATION *means*

The members and adherents of, and occasional worship visitors to Gilmore Park United Church, along with the MINISTRY TEAM. (“Members” and “Adherents” are defined in the MANUAL section 001.)

OWNERSHIP *means*

1. God, as known in Jesus Christ, who calls and directs us in our ministry.
2. The CONGREGATION who are called by God in Christ into ministry in the world, the members of which appoint and elect the COUNCIL
3. The United Church of Canada and its courts with whom the CONGREGATION are partners in ministry.

BENEFICIARIES *means*

The CONGREGATION along with those persons who are recipients of the outreach, social justice and other ministries of the CONGREGATION. Beneficiaries also includes all of God's children to whom the CONGREGATION is called to proclaim the Gospel of Jesus Christ in word and in action.

MANUAL *means*

The current Manual of the United Church of Canada.

Gilmore Park United Church

100 Council Policy Statement

Ministry Policy

Policy Type: Ministry

Adoption Date: April 13, 2004

Modification Date: October 12, 2004, November 2, 2004, February 14, 2006

Global Ministry Policy (Our Mission)

Gilmore Park United Church exists so that:

- People at every stage of their lives will experience the transforming love of God as revealed in Jesus Christ and will commit to a life of discipleship
1. “A Life of Discipleship” means:
 - a. Daily prayer
 - i. Committed to listening to God, and to discerning God’s direction for us as a people
 - b. Study of Scripture
 - c. Weekly worship
 - i. Worship will be culturally relevant, innovative and meaningful while honoring the traditions of the United Church of Canada.
 - ii. Living out the Sabbath will be encouraged.
 - d. Proportional Giving
 - e. Service
 - i. Committed to serving others (the hungry, sick, homeless, victimized, marginalized)
 - ii. Committed to working for social justice
 - iii. Committed to world peace
 - f. Spiritual Friendships
 - i. Growing in our faith
 - ii. Communicating who we are, as a United Church, to others
 2. The CONGREGATION will be an intentional community centred in God’s mission that models the kingdom of God.
 - a. A diversity of ages, races, sexual orientations, economic conditions, abilities and theological perspectives will be embraced, respected and celebrated
 - b. People’s gifts will be discerned, affirmed, encouraged and equipped for a variety of ministries.
 - c. People will experience tangible loving care, acceptance and help with living.
 - d. The truth will be told in love.

Gilmore Park United Church

101 Council Policy Statement

Core Values²

Policy Type: Ministry
 Adoption Date: June 13, 2006
 Modification Date:

We are Christians who....

1. Have found an approach to God through the life and teachings of Jesus;
2. Recognize the faithfulness of other people who have other names for the way to God's realm, and acknowledge that their ways are true for them, as our ways are true for us;
3. Value the Bible as the faithful witness of God's people through the ages, and the Divine Word to us today. We take the Bible seriously, not literally.
4. Understand the sharing of bread and wine in Jesus's name to be a representation of an ancient vision of God's feast for all peoples;
5. Invite all people to participate in our community and worship life without insisting that they become like us in order to be acceptable (including but not limited to):
 - believers and agnostics,
 - conventional Christians and questioning skeptics,
 - women and men,
 - children and youth,
 - those of all sexual orientations and gender identities,
 - those of all races and cultures,
 - those of all classes and abilities,
 - those who hope for a better world and those who have lost hope;
6. Know that the way we behave toward one another and toward other people is the fullest expression of what we believe;
7. Find more grace in the search for understanding than we do in dogmatic certainty - more value in questioning than in absolutes;
8. Form ourselves into communities dedicated to equipping one another for the work we feel called to do: striving for peace and justice among all people, protecting and restoring the integrity of all God's creation, and bringing hope to those Jesus called the least of his sisters and brothers; and
9. Recognize that being followers of Jesus is costly, and entails selfless love, conscientious resistance to evil, and renunciation of privilege.

² Adapted from the *American Centre for Progressive Christianity*, "The 8 Points of Progressive Christianity". www.tcpc.org

Gilmore Park United Church

200 Council Policy Statement

BOARD Authority and Accountability

Policy Type: COUNCIL-BOARD Relationship

Adoption Date: April 13, 2004

Modification Date: March 14, 2006, February 2009

- A. The COUNCIL's sole official connection to congregational organization, operation and work will be through the BOARD.**
- B. The BOARD's purpose and role is to:**
- 1. Make decisions concerning the *means* by which COUNCIL Ministry Policies (100 & 101) are to be carried out.**
 - 2. Ensure that all COUNCIL "Executive Limitation" policies are strictly followed.**
 - 3. Share information with one another regarding the life and work of the congregation.**

Accordingly,

1. All COUNCIL authority delegated to the congregational organization, operation and work is delegated through the BOARD, so that all authority and accountability for the congregational organization, operation and work is considered to belong to the BOARD except that which properly belongs to the COUNCIL as outlined in Policies 400-499.
2. The BOARD is accountable to the COUNCIL for achieving provisions of the COUNCIL's "Ministry" policies and adhering to provisions of the COUNCIL's Executive Limitations policies.
3. Monitoring data that disclose the degree of organizational performance upon "Ministry" policies and Executive Limitations policies will be systematically gathered by the COUNCIL and considered to be the only evaluation of the BOARD's performance.
 - a. Reports to COUNCIL by the BOARD shall follow the standard format of the "Internal Monitoring Report" attached as Appendix VIII to this document
 - b. All data attached to reports from the BOARD to the COUNCIL shall be necessary and relevant.
 - c. The Secretary of the BOARD shall ensure that all reports to COUNCIL are in the proper format and submitted in a timely manner.

4. The BOARD shall be directed by the COUNCIL only through written policies which describe the Ministry to be achieved and the Executive Limitations to actions.
 - a. Decisions or instructions of individual COUNCIL members, committees or teams are not binding on the BOARD except when explicitly authorized by the COUNCIL.
5. The BOARD shall be responsible for:
 - a. carrying out the policies of the Council
 - b. reporting on compliance with Council policies
 - c. providing all appropriate information for Council decision-making.
 - d. ensuring the requirements of the MANUAL and published policies of higher church courts are met as they relate to the BOARD's work – Specifically sections 180-191 (“Official Board”)

Gilmore Park United Church

210 Council Policy Statement

COUNCIL to BOARD Delegation of Authority

Policy Type: COUNCIL-BOARD Relationship

Adoption Date: April 13, 2004

Modification Date: March 14, 2006; February 2009

➤ **From Policy Statement 200-1 “BOARD Relationship” which states:**

“All COUNCIL authority delegated to the congregational organization, operation and work is delegated through the BOARD, so that all authority and accountability for the congregational organization, operation and work is considered to belong to the BOARD except that which properly belongs to the COUNCIL as outlined in Policies 400-499.

1. The COUNCIL will direct the BOARD to achieve specified results, for specified recipients, at a specified worth by establishing Ministry policies. The COUNCIL will limit the latitude the BOARD may exercise in practices, methods, conduct, and other “means” by establishing Executive Limitations polices.
2. As long as the BOARD uses *any reasonable interpretation* of Ministry and Executive Limitations policies, the BOARD is automatically authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
3. The COUNCIL may change its Ministry and Executive Limitations policies, thereby shifting the boundary between COUNCIL and BOARD domains. But so long as any particular delegation is in place, the COUNCIL and its members will respect and support the BOARD’s choices. This does not prevent the COUNCIL from obtaining information in the delegated areas.
4. Only decisions of the COUNCIL acting as a body are binding upon the BOARD. Decisions or instructions of individual COUNCIL members, officers, or committees are not binding, except in rare instances where the COUNCIL gives specific authorization. If COUNCIL members or committees require information or assistance without COUNCIL authorization, the BOARD can refuse such requests that require – in the BOARD’s judgment – a material amount of staff time or funds, or that are disruptive.

Gilmore Park United Church

220 Council Policy Statement

BOARD Monitoring Performance

Policy Type: COUNCIL-BOARD Relationship

Adoption Date: April 13, 2004

Modification Date: February, 2009

A. The organizational achievement of “Ministry” policies and the adherence to “Executive Limitation” policies constitute the sole grounds for the COUNCIL’s monitoring of the BOARD.

1. Monitoring is simply to determine the degree to which COUNCIL polices are being met. Data that does not do this will not be considered to be monitoring data.
2. The COUNCIL will acquire monitoring data by one or more of three methods: (i) internal report, by which the BOARD discloses compliance information to the COUNCIL. (ii) external report, in which an external third party selected by the COUNCIL assesses compliance with the COUNCIL’s policies; and (iii) by direct COUNCIL inspection, in which a designated member or members of the COUNCIL assesses compliance with the COUNCIL policies.
3. In every case, the standard for compliance shall be any reasonable interpretation by the BOARD of the policy being monitored.
4. All policies that instruct the BOARD will be monitored regularly and rigorously, at a frequency and by a method chosen by the COUNCIL. Any policy can be monitored at any time by any method, but ordinarily a routine schedule will be followed.

Gilmore Park United Church

230 Council Policy Statement

BOARD Reporting Schedule:

Policy Type: COUNCIL-BOARD Relationship;
Adoption Date: May 11, 2004
Modification Date: May 22, 2004; October 12, 2004, October 10, 2006, Mar 13, 2007;
February, 2009

At a regular meeting of the COUNCIL the BOARD will present an analytical report detailing compliance to all Ministry and Executive Limitation policies according to the schedule in Appendix VII and the format in Appendix VIII of this governance document.

Gilmore Park United Church

300 Council Policy Statement

General BOARD Limitations

Policy Type: Executive Limitations
Adoption Date: May 11, 2004
Modification Date: June 14, 2005, Mar 14, 2006; February 2009

- A. The BOARD shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the MANUAL or the United Church of Canada, or in violation of commonly accepted business and professional ethics.**
1. No decisions shall be taken which properly belong to COUNCIL as outlined in COUNCIL Governance Process Policies 400-499.
 2. Dealings with the MINISTRY TEAM, and BENEFICIARIES shall not be inhumane, unfair or disrespectful.
 3. Budgeting shall not deviate significantly from COUNCIL “Ministry” priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.
 4. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise COUNCIL “Ministry” priorities.
 5. Assets may not be unprotected, inadequately maintained or unnecessarily risked.
 6. There shall be no conflict of interest in awarding purchases, contracts or in making other decisions.
 7. The BOARD shall not fail to use a collegial, consultative process in discernment and decision-making, one which upholds the gifts of the people of God under the continual illumination of the Holy Spirit, and respects the calling of Christ to use our gifts together in prayerful community within the life, work and ministry of the congregation.

Gilmore Park United Church

301 Council Policy Statement

BOARD Election and Membership

Policy Type: Executive Limitations
Adoption Date: February 2009
Modification Date:

A. Membership: The BOARD shall not fail to present to COUNCIL the following persons for election by the congregation at its Annual General Meeting with the understanding that further nominations may be received on the floor of the AGM :

1. Three official officers who shall be members of the congregation, and shall be chosen for their gifts of faith, wisdom, discernment and leadership to become members of COUNCIL, as well as for the skills and talents necessary for their offices:
 - Chairperson, Secretary and Congregational Treasurer
2. One representative (normally the chairperson) from each of the following committees, groups and teams including, but not limited to:
 - Finance Team
 - Ministry and Personnel Committee
 - Worship Team
 - Ministry Group
 - Pastoral Care Team
 - Property Team
 - Gifts and Nominations Committee
 - Small Group Leaders
3. One Presbytery representative (congregational layperson)
4. All Ministry Personnel, both Ordered and Designated Lay.
5. 2009: 6 additional “members at large” who are Council members elected in 2008 (unless they are included in 1-3, above)
2010: 3 additional “members at large” who are Council members elected in 2008 (unless they are included in 1-3, above)
2011 and following: the congregation *may* elect up to 3 “members at large”

B. The BOARD shall not allow any person to chair more than one committee, group or team.

C. Term: The BOARD shall not allow any person to serve as chair of a team, group or committee or as Treasurer of the congregation for more than 3 consecutive years.

Gilmore Park United Church

302 Council Policy Statement

BOARD Organization and Process

Policy Type: Executive Limitations
Adoption Date: February, 2009
Modification Date:

The BOARD shall not fail to organize itself according to the following requirements and processes:

Voting

1. All members of the Board are voting members.
2. Visitors may be given corresponding privileges (permission to take part in discussion but not vote) if agreed to by the Board.
3. All Board matters will be decided by a 2/3 majority.
4. Proxy voting is prohibited by the United Church of Canada.
5. Email or telephone ballots may be held but should be used rarely and cautiously.
6. Emergency meeting votes or email/telephone votes must follow the rules of quorum.

Quorum

1. A quorum shall be 50% of membership +1, one of whom must be Ordered Ministry Personnel or, in the OM's absence, an official presbytery-appointed representative. [Quorum will be 11 of 17 members 2009/10; 8 of 14 members 2010/11 and following.]

Meetings

1. The Board shall meet monthly, on the second Tuesday of each month from September to June.
2. All meetings of the Board shall be open to the congregation at large.
3. If time is of the essence, an emergency meeting of the Board may be called by the Chairperson or Order of Ministry Personnel.

Gilmore Park United Church

303 Council Policy Statement

BOARD Officers' Roles

Policy Type: Executive Limitations
Adoption Date: February, 2009
Modification Date:

A. The BOARD shall not fail to enforce the following requirements of the role of its officers:

Chairperson's Role:

1. The Chairperson chairs Board meetings, keeping deliberations fair, open and thorough but also orderly and timely.
2. The Chairperson plans and proposes the Board agenda in consultation with the secretary, treasurer, and Ordered Minister(s).
3. The Chairperson ensures that the Board acts consistently with its own values and policies and those requirements legitimately imposed upon it by the COUNCIL.
4. The Chairperson holds only a casting vote (his or her vote may be counted as one which decides the 2/3 majority).

Secretary's Role

1. The secretary will familiarize him or herself with the Policy Governance model, all COUNCIL policies and the United Church MANUAL and will act, when necessary, as parliamentarian for the Chairperson.
2. The secretary takes minutes at meetings, recording the *actions* (not discussion) of the Board. The secretary circulates the draft minutes to the EXECUTIVE before presentation to the Board.
3. The secretary ensures that "Internal Monitoring Reports" (sample attached) are properly prepared and duly submitted to COUNCIL.

Treasurer's Role

1. The Treasurer is an active member of the Finance Team.
2. The Treasurer is a resource for the Administrator, and supervises the Administrator's work as it relates to bookkeeping.
3. The Treasurer ensures and supervises the annual external auditing process, production of financial statements, and charitable tax return.
4. The Treasurer presents the Finance Team's annual congregational budget to the Board in January of each year.
5. The Treasurer approves all cheque requisitions before passing them on to two signators. (If the Treasurer is not available, the Finance Chair may approve cheque requisitions.)

Gilmore Park United Church

304 Council Policy Statement

BOARD Operating Style & Code of Conduct

Policy Type: Executive Limitations

Adoption Date: February 2009

Modification Date:

- A. The BOARD shall not operate, make decisions or take any actions which are unethical, disrespectful, inhospitable or unlawful. BOARD members shall not misuse their authority or fail to operate with appropriate decorum when acting as BOARD members.**

Accordingly,

1. Members will adopt and use “Holy Manners”³ in all their deliberations, decisions and actions:
 - a. keep God at the centre of everything we do
 - b. separate people from problems
 - c. allow for full and equitable participation
 - d. listen carefully without interruption
 - e. welcome the conflict of ideas
 - f. honour the decisions of the body
2. Members must avoid conflict of interest.
 - a. there must be no self-dealing or any conduct of private or personal services between any BOARD member and the CHURCH except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
 - b. when the BOARD is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall declare the conflict and the BOARD will decide if it will be necessary to ask the member to absent herself or himself without comment from both the deliberation and the vote.
 - c. members shall not use their position to obtain employment within the CHURCH. Should a member desire employment, he or she must first resign from the BOARD.
3. Members will respect the confidentiality appropriate to issues of a sensitive or personal nature.

³ “Holy Manners” were developed by Dr. Marion Parby, Moderator of the 32nd General Council of the United Church of Canada and adopted by the General Council for continued use.

- a. Documents of a sensitive nature shall be reviewed, then collected and shredded.
4. BOARD decisions will be stated as clearly as possible in written form.
 - a. Clear, accurate and duly approved minutes signed by the Chairperson will be kept. Minutes will record decisions and actions, and not the particular content of discussions.
 - b. Unofficial and officially approved minutes will be posted both in hard copy and on the church website within five days of the BOARD meeting. Minutes will be clearly marked “unofficial” or “official” – the latter denoting that the BOARD as a whole has reviewed and approved them.
5. Only written COUNCIL policies will direct the work of the BOARD.
6. BOARD members as individuals, including the chairperson, will exercise discipline by not directing the MINISTRY TEAM or staff.
7. BOARD members will exercise discipline by not misrepresenting the decisions of the BOARD to the COUNCIL, OWNERSHIP or BENEFICIARIES and the general public.
8. The BOARD will exercise good leadership by:
 - a. listening to the CONGREGATION as a whole, and remaining meaningfully connected to those persons who may disagree with its decisions.
 - b. making its decisions in accordance with:
 - i. COUNCIL Ministry policies
 - ii. the principles of democracy – that which it believes would be the will of the majority of the CONGREGATION, rather than the emotional reactivity of a few or any amount of hearsay,
 - iii. all legal, ethical and theological principles expressed and outlined within this document
 - c. making decisions and communicating them to the CONGREGATION both clearly and in a timely manner.

Gilmore Park United Church

310 Council Policy Statement

Congregational Organization

Policy Type: Executive Limitations
 Adoption Date: March 14, 2006
 Modification Date: February, 2009

- **From Policy Statement 300-A “General BOARD Limitations” which states:**
The BOARD shall not allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the MANUAL or the United Church of Canada... and from Policy Statement 300-A-7 which states: The BOARD shall not fail to use a collegial, consultative process in discernment and decision-making, one which upholds the gifts of the people of God under the continual illumination of the Holy Spirit, and respects the calling of Christ to use our gifts together in prayerful community within the life, work and ministry of the congregation.

1. The BOARD shall not fail to establish a process for the discernment of Spiritual gifts of members of the faith community.
 - a. People will be encouraged to discern their gifts individually and in community with others.
 - b. People will be encouraged to participate in the life and work of the CONGREGATION according to their gifts.
 - c. With the exception of membership on the COUNCIL and its M&P Committee, no person within the CONGREGATION will be excluded from membership in any group, team or committee because of his or her discerned gifts.

2. The BOARD shall not fail to create an organizational structure which reflects COUNCIL’s Ministry Policies (100) adheres to Executive Limitation Policies as above, and is in compliance with the requirements of the MANUAL Sections 180-191, 222, 242, and 243 (if applicable).
 - a. The organizational structure will provide for the means of achieving COUNCIL Ministry Policies only, and will allow for maximum participation by the people of the CONGREGATION without unduly burdening them with bureaucracy, lengthy or frequent meetings, duplication of process, or unnecessary approval-seeking or reporting.
 - b. Adherence to Section 244 of the MANUAL (Re: M&P Committee) is the responsibility of the COUNCIL.
 - c. Adherence to Section 245 of the MANUAL (Stewardship Committee) is stipulated in Policies 350 and 351 – Financial Condition/Finance Team.

- d. Ministry Teams or Working Groups will normally be created in the following areas: (MANUAL S-158-159)
 - i. Worship
 - ii. Pastoral Care
 - iii. Stewardship of the Physical Plant
 - iv. Faith Formation (Adults, Youth and Children) - Programs
 - v. Ministry/Outreach - Projects
 - vi. Fellowship – Events
 - vii. Gifts Discernment
3. The BOARD shall not fail to ensure that Ministry Teams and Working Groups are organized in such a way as to ensure compliance with all Ministry and Executive Limitation Policies.
4. The BOARD shall not fail to direct the work of all Ministry Teams and Groups with clear, written policy.
 - a. BOARD's policies must be in compliance with COUNCIL Policies, and in the spirit of the Policy Governance Model.
 - i. BOARD's policies shall *fully empower* the Teams and Groups to make decisions and take action, while maintaining order and compliance with the COUNCIL's Executive Limitations Policies.
 - ii. The BOARD'S Policies shall never reflect authority over the MINISTRY TEAM or the COUNCIL.
5. The BOARD shall not fail to submit to the COUNCIL an organizational chart and written policies as supporting data in demonstrating compliance with this Executive Limitation.
6. The BOARD shall not make significant changes to the organization of the CONGREGATION or written policy given to any Ministry Team or Working Group without notifying the COUNCIL.
 - a. COUNCIL will decide, upon such notification, only if the BOARD is still in compliance with a *reasonable interpretation* of its Policies.

Gilmore Park United Church

320 Council Policy Statement

Treatment of Beneficiaries

Policy Type: Executive Limitations
Adoption Date: May 22, 2004
Modification Date: February, 2009

- A. With respect to the BENEFICIARIES of the work of the COUNCIL, the BOARD shall not allow any conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, inhospitable, or that fail to provide appropriate confidentiality or privacy.**

Accordingly, the BOARD shall not:

1. Fail to comply with privacy and personal information protection laws of the provincial government of BC and the federal government of Canada.
2. Disclose personal information without the consent of those persons or organizations or persons outside of the United Church of Canada except when mandated or allowed to do so by law.
3. Fail to take all reasonable measures to ensure the safety of BENEFICIARIES using the CHURCH's building or contents either for the CONGREGATION's own ministry or other use.
4. Fail to establish a clear understanding of what ministry might be available and might not be available from the CHURCH.

Gilmore Park United Church

340 Council Policy Statement

Budgeting

Policy Type: Executive Limitations
Adoption Date: May 22, 2004
Modification Date: March, 2007; February, 2009

- **From Policy Statement 300-3 “General BOARD Limitations” which states:**
Budgeting shall not deviate significantly from Council “Ministry” priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.
1. The BOARD shall not fail to present a viable budget for the next fiscal year to the COUNCIL each year at the January meeting of Council for approval.
 2. The budget format shall not deviate from generally accepted accounting principles and practices.
 3. Budgets shall reflect a commitment to the long-range sustainability of the work of the CONGREGATION.
 4. Budgets will neither jeopardize, reprioritize, nor be inconsistent with the COUNCIL’s “Ministry” policies.
 5. Revenues and expenditures are not to be budgeted without reference to past experience and to realistic projections.
 6. No budget shall be presented where expenditures are greater than a combination of revenue and other funds available for use in the CONGREGATION’s operating budget.
 7. Restricted funds will not be used for purposes other than those specified by the funds’ terms of reference.
 8. Budgets will not transfer revenues or expenditures from other funds if the terms of the funds disallow such transfers.
 9. Information to the COUNCIL shall not lack sufficient detail to enable the COUNCIL to assess the viability of the budget, nor will it exclude an articulated list of planning assumptions.
 10. No significant budget variance shall remain unreported nor unexplained.

Gilmore Park United Church

350 Council Policy Statement

Financial Condition

Policy Type: Executive Limitations
Adoption Date: May 22, 2004
Modification Date: November 2, 2004; March 14, 2006; April 11, 2006, December 12, 2006; February, 2009

- **From Policy Statement 300-4 “General BOARD Limitations” which states:**
Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Council “Ministry” priorities.

Accordingly, the BOARD will not:

1. Allow the expenditure of funds by the end of the fiscal year to exceed anticipated unencumbered revenue for the same period of time.
2. Allow funds to unduly accumulate without being used for the purposes for which they were established.
3. Borrow money for the operations of the CONGREGATION.
4. Fail to pay all liabilities for payroll, suppliers, and taxes as due.
5. Allow expenditures to deviate significantly from priorities as established by the COUNCIL.
6. Allow revenues from offerings to fall more than 15% below the same level, year-to-date, as the previous year.
7. Fail to establish a team of financial experts from within the congregation., in accordance with the MANUAL Sections 160-170.
8. Fail to apply any unencumbered surplus revenue to debt reduction.

Gilmore Park United Church

351 Council Policy Statement

Finance Team

Policy Type: Executive Limitations
Adoption Date: March, 2006
Modification Date: February, 2009

- A. The BOARD shall not fail to ensure that the following requirements of the MANUAL are met:
- 1) Section 160: A Finance Team shall be established.
 - 2) Section 162, “Qualifications”: The Finance Team members shall be elected for their Christian character and ability to transact the temporal and financial business of the CONGREGATION. Wherever practicable, they should be in full membership of the CONGREGATION.
 - 3) Section 163, “Number”: The Finance Team shall have no less than 5 members, two of whom are the Treasurer, and the MINISTER (in accordance with the MANUAL section 122).
 - 4) Section 164, “Election”: The Finance Team shall be elected by the CONGREGATION annually.
 - a) The Finance Team may seek out new members and recommend them to the BOARD for election.
 - 5) Sections 165 & 166: The Finance Team shall be fully empowered to act in all matters of Budgeting, Financial Condition and Protection of Assets pertinent to the CONGREGATION, ensuring that their decisions do not interfere with the BOARD’s means of carrying out all COUNCIL’s Ministry Policies, nor the BOARD’s compliance with Executive Limitation Policies 300 - 360.
 - a) The Finance Team shall ensure that the requirements of the Committee of Stewards, Section 166 and those of the Stewards Committee, Section 245 (b) of the MANUAL, are met.
 - b) The Finance Team shall not take action that deviates from COUNCIL’s established Ministry Policies or that violates the BOARD’s established Executive Limitation Policies.
 - 6) Section 167, Reporting: The acts, minutes, and proceedings of the Finance Team, and a set of Financial Statements, will be given to the BOARD on a monthly basis to ensure BOARD compliance.
 - a) Such BOARD monitoring may only be against established COUNCIL Ministry and Executive Limitations policies.
 - b) Annual Statements, along with a Budget for the upcoming year, will be presented to the CONGREGATION at its annual meeting.

- 7) Sections 168, 169 and 170, referring to the appointment and election of Chairperson, Secretary and Treasurer, shall be followed exactly.

Gilmore Park United Church

360 Council Policy Statement

Protection of Assets

Policy Type: Executive Limitations
Adoption Date: May 22, 2004
Modification Date: June 8, 2004; February, 2009

- **From Policy Statement 300-5 “General BOARD Limitations” which states:**
Assets may not be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the BOARD shall not:

1. Fail to insure assets against loss by fire and theft less than 100% of replacement cost, and by earthquake less than 90% of replacement cost.
2. Place any bank account with an institution which is not insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.
3. Invest or hold capital in insecure instruments.
4. Exclude any asset or group of assets over \$1,000 from a register of assets.
5. Receive, process or disburse funds under controls which are insufficient to meet the COUNCIL-appointed auditor’s accepted standards.
6. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.
7. Jeopardize the charitable tax receipt status of the CHURCH.
8. Acquire, encumber or dispose of real property.
9. Unnecessarily expose the COUNCIL to claims of liability.
10. Endanger the CHURCH’s public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

Gilmore Park United Church

370 Council Policy Statement

Vendor Relations

Policy Type: Executive Limitations
Adoption Date: May 22, 2004
Modification Date: February, 2009

- A. **The values of the CHURCH are reflected in its vendor activities. The CHURCH also wishes to operate at the lowest possible cost with the best value in its purchases.**

Accordingly,

1. The BOARD shall not deal with any vendor who clearly contradicts the COUNCIL's "Ministry" policies.
2. In relations with vendors who are not excluded by the above, the BOARD shall not:
 - a. make any purchase from a vendor which does not represent best value.
 - b. treat any vendor in an unfair or inequitable manner, nor give any preference based on any criterion other than the delivery of best value.
 - c. violate the terms of the purchase or contract agreement.

Gilmore Park United Church

400 Council Policy Statement

COUNCIL Composition (MANUAL S-145-152)

Policy Type: Governance Process
Adoption Date: February, 2009
Modification Date:

1. COUNCIL is the official “court of the church” and functions, according to United Church of Canada polity, as the “Session”. (MANUAL S- 140) Its members are therefore “elders.”
2. As per the MANUAL, COUNCIL members must be members of the congregation, and must include members of the Order of Ministry who are called, appointed or settled within the congregation.
3. COUNCIL shall further consist of the Chairperson, Secretary and Treasurer of the Accountable Board (“BOARD”) plus *four* other persons nominated annually by the BOARD, and elected by the congregation at its annual meeting.
4. Further nominations of qualified individuals may be accepted on the floor of the AGM.
5. COUNCIL members shall be chosen, from among the BOARD members, for their gifts of faith, leadership, wisdom and discernment. They shall be active, committed members of the congregation.
6. COUNCIL members are admitted to office in a prayerful and worshipful manner during the Annual General Meeting
7. COUNCIL term of office shall be one year. All COUNCIL members are eligible for re-election. COUNCIL shall follow the rules of Resignation and Removal and those of Vacancies outlined in the MANUAL S-151-152.

Gilmore Park United Church

401 Council Policy Statement

COUNCIL Accountability

Policy Type: Governance Process
Adoption Date: June 8, 2004
Modification Date:

A. The COUNCIL will *listen* to the OWNERSHIP:

1. It will use traditional and innovative means to listen to the voice of God as revealed in Jesus Christ (Bible study, prayer, theological reflection)
2. It may identify groups and individuals within the OWNERSHIP and without through whom the voice of Christ may be heard, and arrange appropriate methods to hear those voices.

B. The COUNCIL will be *accountable* to the OWNERSHIP:

1. COUNCIL will report to the CONGREGATION at the annual general meeting.
2. COUNCIL will regularly inform the CONGREGATION of its work through formal channels and informal communications.
3. The COUNCIL will report on its own work only, which is not to be confused with the work of the BOARD.
4. COUNCIL will conduct itself in accordance with the requirements of the MANUAL and the United Church of Canada.
5. COUNCIL will consider all written appeals of any decision of the BOARD.

Gilmore Park United Church

410 Council Policy Statement

COUNCIL's Calling

Policy Type: Governance Process
Adoption Date: June 8, 2004
Modification Date:

- A. **COUNCIL's prayerfully considered call is to represent the OWNERSHIP in discerning, monitoring and ensuring that the Mission, Vision and Core Values of the OWNERSHIP are embodied, enabled and lived out in all of the life and work of the CONGREGATION.**

Accordingly,

1. The COUNCIL will produce written governing policies that, at the broadest levels, address each category of organizational decision.
 - a. **MINISTRY:** discerns the ends (results) to be achieved, for whom and at what cost.
 - c. **EXECUTIVE LIMITATIONS:** places constraints on the authority of the BOARD, establishing the boundaries within which all activities and decisions must take place.
 - d. **GOVERNANCE PROCESS:** specification of how the COUNCIL conceives, carries out and monitors its own task.
 - e. **COUNCIL-BOARD RELATIONSHIP:** how power is delegated to the BOARD and its proper use monitored; the BOARD's role, authority and accountability.
2. The COUNCIL will produce assurance of the BOARD's performance in complying with Ministry and Executive Limitation policies.

Gilmore Park United Church

411 Council Policy Statement

COUNCIL Additional Duties & Powers

Policy Type: Governance Process

Adoption Date: February, 2009

Modification Date:

Quotations from the MANUAL are in bold ink. The numbering system refers to that in the MANUAL

COUNCIL will act to fulfill the requirements of the MANUAL as outlined except where otherwise indicated.

MANUAL S-153

- (a) **It shall be the duty of the [COUNCIL] to have oversight of:**
- i. the admission of persons into full membership, their removal, and the granting of certificates of transfer of membership.**
 - a. Membership policy – Appendix IV
 - ii. The conduct of members, with power to exercise discipline;**
 - a. Conflict resolution policy – Appendix I.
 - iii. The administration of the sacraments**
 - b. The decision of time and frequency of communion, and arrangements for its celebration shall be delegated to the BOARD. Monitored by Executive Limitation 310-2-d (Congregational Organization/Worship)
 - c. Baptism policy – Appendix II
 - iv. The religious training of the young, and the organization of meetings for Christian fellowship, instruction and work.**
 - a. Delegated to the BOARD. Monitored by Executive Limitation 310- 2-d (Congregational Organization/Faith Formation [Adults, Youth, Children] – Programs)
 - v. The order of public worship, including the service of praise and the use of the church edifice.**
 - a. Marriage Policy Appendix III and Funeral Policy Appendix VI
 - b. Other worship orders delegated to the BOARD and monitored according to Executive Limitation 310-2-d (Congregational Organization/Worship)
 - vi. The care of the poor, and the visiting of the sick.**
 - a. COUNCIL Ministry Policy 100
 - b. Delegated to the BOARD and monitored by Executive Limitation 310-2-d (Congregational Organization/Pastoral Care)

vii. Outreach of the CONGREGATION in evangelism and social action.

- a. COUNCIL Ministry Policies 100 and 101
- b. Delegated to the BOARD and monitored by Executive Limitation 310-2-d (Congregational Organization/Ministry-Outreach)

b) It shall also be its duty: (Basis 5.10.2)

- i. to receive and judge Proposals and appeals from members; (Basis 5.10.2(1))
- ii. to transmit Proposals and appeals to the Presbytery; (Basis 5.10.2(2))
- iii. to recommend to the Presbytery suitable lay members to be licensed as Licensed Lay Worship Leaders; (Basis 5.10.2(3))
- iv. upon invitation by the Presbytery, to recommend to the Presbytery a suitable lay member to be considered for licensing as a Sacraments Elder; (2007)
- v. to recognize suitable lay members as Inquirers; (Basis 5.10.2(4))
- vi. To recommend to the Presbytery suitable Inquirers to be Candidates; (Basis 5.10.2(5))
- vii. to recommend to the Presbytery suitable lay members to be recognized as Designated Lay Ministers; (2007)
- viii. to recommend to the Presbytery suitable lay members to be recognized as Congregational Designated Ministers; (2007)
- viii. to keep the roll of the Congregation(s), clearly recording the date of admission, transfer, removal, suspension, or other action concerning each member;
- ix. to keep the record of children and Adherents;
- x. to keep the register of baptisms, marriages, and burials. In provinces where required to do so by law, the settled or appointed Ministry Personnel shall keep such registers and shall make an annual report of all entries in the registers to the Session, and its Clerk shall copy the same into the section of proceedings provided for such purpose; and
- xi. to ensure support of senior adults in the Pastoral Charge or Congregation.
 - a. (xi) is delegated to the BOARD and monitored according to COUNCIL policy 310-2-d (Congregational Organization/Pastoral Care)

MANUAL S-154

The Session shall fulfil such other duties as the Pastoral Charge or Congregation, with the consent of the Presbytery, may assign to it.

MANUAL S-155

Each member of the Session should have an assigned district and should keep a list of the communicants and Adherents residing within the assigned district and

cultivate special acquaintance with them, visiting, counselling, and encouraging as may be required. The member should give special attention to any who become irregular in attendance at Sunday services or otherwise manifest declining concern for the duties of church membership, and so encourage their return to active participation in the life and work of the Congregation.

- a. Delegated to the BOARD and monitored according to COUNCIL policy 310-2-d (Congregational Organization/Pastoral Care)

Gilmore Park United Church

420 Council Policy Statement

COUNCIL Committees

Policy Type: Governance Process

Adoption Date: May 11, 2004

Modification Date: October 12, 2004, February, 2006, March 2006; February, 2009

A. COUNCIL committees (as distinguished from Ministry Teams or Groups formed under the accountability of the BOARD), when used, will be assigned so as to reinforce the wholeness of the COUNCIL' s job and so as never to interfere with the delegated authority of the BOARD.

1. COUNCIL will establish and appoint a Ministry and Personnel ("M&P") Committee according to the MANUAL Section 244.
 - a. The M&P committee are responsible for carrying out the duties outlined in the MANUAL Section 244, and in accordance with the United Church of Canada's "Handbook for Ministry and Personnel Committees".
 - b. M&P will report to Council at each of its meetings (September, January, May)
 - c. Although the M&P chair or his/her designate is a member of the BOARD, M&P matters may only be decided by the COUNCIL.
2. COUNCIL will establish a Board of Trustees for the CONGREGATION in accordance with Sections 250-262 of the MANUAL.
 - a. The Trustees shall be elected annually by the CONGREGATION
 - b. The Trustees are responsible for organizing themselves around, and carrying out the duties outlined in the MANUAL.

Gilmore Park United Church

430 Council Policy Statement

COUNCIL Disciplines and Practices

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date: November 2, 2004; March 14, 2006, March 13, 2007; February, 2009

A. The COUNCIL will practice the disciplines necessary to govern with excellence.

1. COUNCIL meets as a duly constituted court of the United Church of Canada. Rules of Order as outlined in the MANUAL will be followed.
2. COUNCIL members will educate themselves about the OWNERSHIP, appropriate “Ministry”, adopted COUNCIL policies and good governance practice.
3. COUNCIL members will prepare for each meeting and will follow through on work commitments made at each meeting.
4. COUNCIL meetings are for the primary purpose of getting the COUNCIL’s work done in an efficient, effective and faithful manner. (MANUAL S-141)
 - a. meetings will normally be held in September, January and June. Emergency meetings may be called by the Chairperson, MINISTER, or others in extraordinary circumstances – as outlined in the MANUAL S-142.
 - b. COUNCIL meetings will be announced via the “Reminders” flyer distributed in worship and posted on the website (MANUAL S-143)
 - c. a quorum for meetings will be 50% of its membership +1, one of whom is the MINISTER or appointee of the Presbytery (MANUAL S-144)
 - d. agendas, appropriate correspondence, and supporting documentation will normally be distributed for receipt and consideration by all members at least one week in advance of the meeting.
 - e. Minutes of Council meetings will be reviewed by the Chairperson distributed to the members of COUNCIL and posted both in hard copy and on the CHURCH website within two weeks of the date of the meeting.
 - f. all members will be shown respect at all meetings
 - g. members will together monitor their adherence to the COUNCIL’s policies and practices.
 - h. COUNCIL will permit anyone to observe a COUNCIL meeting, but will not normally give corresponding privileges to anyone.
 - i. COUNCIL reserves the right to meet *in camera* (members only) at any time.

5. All decisions made by the COUNCIL will be by motion duly made and seconded and carried with a 2/3 majority.
 - a. members will voice their opinions on issues to ensure the diversity of the ownership is heard.
 - b. the Chair will determine the appropriate time in a conversation that a motion will be made.
6. The Secretary of the COUNCIL will fulfill the duties of the “Clerk of Session” as outlined in the MANUAL S-157.

Gilmore Park United Church

440 Council Policy Statement

COUNCIL Governing Style

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date:

- A. The COUNCIL will govern with an emphasis on**
1. theological reflection
 2. outward vision rather than internal preoccupation
 3. encouragement of diversity in viewpoints
 4. future, rather than past or present
 5. pro-activity rather than reactivity.
 6. democracy as a means of decision-making
 7. good leadership, rather than administrative detail.
- B. The COUNCIL is therefore committed to:**
1. listening to the CONGREGATION as a whole, and remaining meaningfully connected to those persons who may disagree with its decisions.
 2. making its decisions in accordance with:
 - a. COUNCIL Ministry policies
 - b. the principles of democracy – that which it believes would be the will of the majority of the CONGREGATION, rather than the emotional reactivity of a few or any amount of hearsay,
 - c. all legal, ethical and theological principles expressed and outlined within this document
 3. expressing its decisions and communicating them to the CONGREGATION both clearly and in a timely manner.

Accordingly,

1. The COUNCIL as a group will assume responsibility for excellence in governance, and will not allow the BOARD, MINISTRY TEAM, CONGREGATION, BENEFICIARIES, societal trends, or any other external causes to be an excuse for poor governance.
2. The COUNCIL will maintain its major focus on the intended long-term effects among the BENEFICIARIES, not on the administrative or programmatic means of attaining those effects.
3. The COUNCIL will direct, oversee and inspire the work of the CONGREGATION by establishing written policies expressing the Ministry to be achieved and the means to be avoided. These policies will reflect values and priorities discerned by listening to the OWNERSHIP.

4. The COUNCIL will cultivate a sense of group responsibility where the gifts and expertise of individuals enhance the ability of the COUNCIL as a body to govern with excellence.
5. The COUNCIL will exercise whatever discipline is needed to govern with excellence. Emphasis will be placed upon continual educational development, including new member orientation and self-monitoring of the governance process.

Gilmore Park United Church

450 Council Policy Statement

COUNCIL Members' Code of Conduct

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date: March 13, 2007

- A. The COUNCIL commits itself and its members to ethical, respectful and lawful conduct, including proper use of authority and appropriate decorum when acting as COUNCIL members.**

Accordingly,

1. Members shall represent unconflicted loyalty to the interests of the OWNERSHIP. This accountability supersedes any conflicting loyalty such as that to other church courts, advocacy or interest groups, or membership on other boards, committees or staffs. It also supersedes the personal interest of any member acting as a BENEFICIARY.
2. Members will adopt and use "Holy Manners"⁴ in all their deliberations, decisions and actions:
 - a. keep God at the centre of everything we do
 - b. separate people from problems
 - c. allow for full and equitable participation
 - d. listen carefully without interruption
 - e. welcome the conflict of ideas
 - f. honour the decisions of the body
3. Members must avoid conflict of interest.
 - a. there must be no self-dealing or any conduct of private or personal services between any COUNCIL member and the CHURCH except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
 - b. when the COUNCIL is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall declare the conflict and the COUNCIL will decide if it will be necessary to ask the member to absent herself or himself without comment from both the deliberation and the vote.

⁴ "Holy Manners" were developed by Dr. Marion Parody, Moderator of the 32nd General Council of the United Church of Canada and adopted by the General Council for continued use.

- c. members shall not use their position to obtain employment within the CHURCH. Should a member desire employment, he or she must first resign from the COUNCIL.
4. Members will respect the confidentiality appropriate to issues of a sensitive or personal nature.
 - a. Documents of a sensitive nature (eg. All documents from GGSC and personnel contracts) shall be reviewed, then collected and shredded.
5. All COUNCIL decisions will be stated as clearly as possible in written form.
 - a. Clear, accurate and duly approved minutes signed by the Chairperson will be kept in accordance with the requirements of the MANUAL. Minutes will record decisions and actions, and not the particular content of discussions.
 - b. Unofficial and officially approved minutes will be posted both in hard copy and on the church website within two weeks of the COUNCIL meeting. Minutes will be clearly marked “unofficial” or “official” – the latter denoting that the COUNCIL as a whole has reviewed and approved them.
6. COUNCIL members as *individuals*, including the chairperson, will exercise discipline by not directing the MINISTRY TEAM or staff.

Gilmore Park United Church

460 Council Policy Statement

COUNCIL Chairperson's Role (MANUAL S-156)

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date:

1. The Chairperson chairs COUNCIL meetings, keeping deliberations fair, open and thorough but also orderly and timely.
2. The Chairperson plans and proposes the COUNCIL agenda in consultation with the MINISTRY TEAM.
3. The Chairperson ensures that the COUNCIL acts consistently with its own values and policies and those requirements legitimately imposed upon it from outside the CHURCH.
4. The Chairperson does not supervise or direct the BOARD or MINISTRY TEAM, or vice-versa.
5. The Chairperson does not make decisions about policies created by the COUNCIL within Ministry and Executive Limitations policy areas.
6. The Chairperson holds only a casting vote (his or her vote may be counted as the one which decides the 2/3 majority).

Gilmore Park United Church

470 Council Policy Statement

COUNCIL Diversity and One Voice

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date:

- A. The COUNCIL will govern with a proactive regard for diversity of views and opinions among its membership while recognizing that its authority is corporate, represented by “speaking with one voice”.**
1. COUNCIL discussion will encourage diverse points of view to be expressed.
 2. The COUNCIL will speak with “one voice” taking care not to present conflicting messages regarding its decisions to its OWNERSHIP or BENEFICIARIES.
 - a. Only written COUNCIL policies will direct the work of the BOARD.
 - b. COUNCIL members will exercise discipline by not misrepresenting the decisions of the COUNCIL to the OWNERSHIP or BENEFICIARIES and the general public.

Gilmore Park United Church

480 Council Policy Statement

COUNCIL Policy Review

Policy Type: Governance Process

Adoption Date: June 8, 2004

Modification Date: February 15, 2007; February, 2009

1. All COUNCIL policies shall be reviewed on a regular basis, according to the schedule attached as Appendix VII to this document.
2. The goal of the review of Ministry and Executive Limitation policies is not monitoring (ensuring the policy is being carried out by the BOARD) but to ensure that the policy adequately addresses the area of concern and clearly represents the current mind of the COUNCIL.
3. The goal of the review of COUNCIL's own Governance Process policies is both to remind Council members of their content, and to ensure that COUNCIL is following them.

Gilmore Park United Church

Appendix I

Conflict Resolution Policy

Adoption Date: June 8, 2004

Modification Date: October 12, 2004; May 10, 2005

We understand conflict to be normal, natural and neutral. As we are different people, we live with multiple realities, yet when we come together we must negotiate a common reality. As a Christian community, we ask God for guidance in all of our discussions and deliberation.

“We bring to each situation differing and frequently contrasting stories and must create together a single shared story with a role for each and for both.” (David Augsberger, *Conflict Mediation Across Cultures*, 1992)

Jesus understood these realities when he spoke of conflict among his followers:

If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. (Matthew 18: 15-17)

Jesus, therefore, speaks of addressing conflict in four steps:

- 1) face-to-face discussion with the person with whom we disagree
- 2) face-to-face discussion again, with a small group
- 3) taking the matter to the larger church
- 4) dissolution of the relationship

Step 1)

Face-to-face discussion is and must be the first approach to conflict. If someone has a problem with the MINISTER, a member of the MINISTRY TEAM, another person in the CONGREGATION, or a member of COUNCIL, they must be encouraged to speak with them directly, rather than “triangling” in an unhealthy way, by approaching any other person, group, committee, or COUNCIL. **All feedback, constructive or otherwise should therefore be first-hand – never involving a third party, coming from a third party, or any other form of hearsay.**

In order for this first step to be effective, two components are necessary:

This document was last revised on May 28, 2009

- a) persons who are spoken to directly with criticism or feedback, need to graciously listen and remain non-anxious, rather than reacting emotionally, and
- b) those approaching the person with a criticism need to be both courageous and caring. The truth must at all times be spoken in love.

We recognize that human beings are fallen, prone to sin, victim of their own emotional reactivity, or at the very least not perfect. Therefore, while this approach is preferred, it is not always possible. Some people will react emotionally to all criticism, no matter how well-meaning or constructive. Some people are unable to speak the truth in love without becoming emotionally reactive themselves. Thirdly, there may be some occasions when the person with the complaint cannot gain the courage to approach someone whom they feel has harmed them because they fear they will be harmed further. This might especially be true in cases of sexual, physical or extreme emotional abuse.

Therefore, it is acceptable to move on to Step 2) of the policy under the following conditions:

- i) you have spoken “the truth in love” directly to the person, and the matter is still unresolved,
- ii) the person becomes emotionally reactive and refuses to engage with you further on the matter
- iii) the matter further escalates, or the behavior of the person in question continues
- iv) you cannot speak to the person directly because you fear physical harm, further sexual abuse/harassment/misconduct, or further emotional abuse.

Step 2)

Anyone who is in conflict with another person in the CONGREGATION, or with a member of the MINISTRY TEAM or the MINISTER should next consult with any member of the M&P committee.

- a) The M&P member will first discern and ensure that Step 1) has been properly carried out and Step 2) actually applies.
- b) The M&P member will call together the rest of the M&P committee for mutual consultation, support, note-taking, and accountability.
- c) In cases of sexual abuse or misconduct, the steps of the United Church of Canada Sexual Misconduct policy will be applied and implemented at this time. (Step 3) If the complaint does not constitute sexual misconduct then,
- d) The M&P member will offer to accompany the complainant as he or she meets together with the person against whom there is a complaint. If the complainant fears physical harm, the M&P member will discern whether it is appropriate to ensure his or her own safety (perhaps by

- meeting in a public place) before agreeing to meet with the person against whom there is a complaint, together with the complainant.
- e) If the complainant refuses to meet with the person together with the M&P member, the matter falls. The M&P member will continue to encourage the complainant to implement Step 2) c).
 - f) If the M&P member, together with the complainant, meet with the person against whom there is a complaint and the matter is still not resolved, it is acceptable to proceed to Step 3). Summary notes of this discussion should be taken and if at all possible, agreed upon by the three parties.

Step 3)

- a) The M&P Committee will notify the Chair of COUNCIL, who will call a meeting of the COUNCIL (Note that, even if the complaint is against the MINISTER, he or she is still required to be in attendance for the entirety of this COUNCIL meeting.)
- b) The COUNCIL will hear the matter and take whatever action is required for a fair and peaceable resolution, or
- c) If the matter cannot be resolved at the COUNCIL level, the COUNCIL may decide to approach the Presbytery for help, support, or disciplinary action. The Presbytery may take investigative or disciplinary action against either the MINISTER (MANUAL S-363) or the CONGREGATION/COUNCIL/Congregational Member (MANUAL S-333 and S-151). Paid Accountable Ministry Personnel may also decide at any time in the process to approach the Presbytery.

Step 4)

Step 4) would be disciplinary action of the MINISTER, Ministry Personnel or member(s) of the CONGREGATION, executed only with the help and under the guidance of the Presbytery.

ADDITIONAL NOTES

1. If a group of people present at any level with a common complaint, the members of the group will be dealt with individually.
2. At anytime, members of the congregation who may be unhappy with decisions or policies of the COUNCIL have the right to approach the PRESBYTERY. Paid Accountable Ministry Personnel or other Staff also have a right to approach the PRESBYTERY at anytime for help, support, or advice. This Conflict Resolution Policy is intended to illustrate a healthy process in dealing with conflict, and it is

not intended to replace any policies, procedures or ecclesiastical or legal rights of any individuals.

Gilmore Park United Church

Appendix II

Infant Baptism Policy

Adoption Date: March 14, 2006

Modification Date:

POLICY:

1. No one seriously seeking this holy sacrament of Jesus Christ will be turned away.
2. The decision to baptize someone shall in each case be made by the COUNCIL at one of its regular meetings.
3. The COUNCIL is open and willing to baptize any child whose parent(s) have been adequately prepared for the solemn vows they are about to undertake.
4. At least one parent must be baptized and take the vows.
5. Those taking the vows of baptism will become members of the CONGREGATION and their names will be added to the historic role.
6. Baptisms may only take place within the context of the gathered community at worship.

RATIONALE:

Baptism is a holy sacrament prescribed by our Lord Jesus Christ and thus a serious commitment which requires parents of babies and children to make a series of solemn promises.

The vows of Baptism are the same as the vows for church membership.

In order to take these vows, persons must understand what Christian discipleship means.

Baptism, therefore, is not to be undertaken lightly, for the sake of sentiment, superstition, or because of pressure from family members.

When a child is baptized, the congregation will also stand and make a solemn promise to help nurture the child in the faith, and support the parent(s) in raising the child in the faith. We do not expect our congregation to make this serious promise about a child they do not know.

WHAT DOES BAPTISM MEAN IN THE UNITED CHURCH OF CANADA?

In the United Church tradition, baptism is a Sacrament. We have only one other Sacrament in the United Church, and that is the Sacrament of Holy Communion. A Sacrament has been defined as "an outward and physical sign of an inward and spiritual grace." This means that baptism is a sign of God's love present and at work in the child being baptized and in the congregation. Because baptism is a Sacrament, it is to be treated with great respect, and it is never to be entered into lightly.

Because baptism has become very common in our culture, and because different denominations have different understandings of what baptism is, it is important for us to state that in the United church tradition we believe that God loves every child whether or not that child has been baptized. We believe that God's love is active in every child from the beginning. God's love for the child does not begin at baptism. This means that according to United Church beliefs, people who die without having been baptized will not be condemned, lost or damned because they have not been baptized. Baptism is not a requirement for salvation, nor a magic charm for life.

In the United Church, as in many other Christian denominations, baptism is primarily an act of initiation. Through baptism Christians are made part of the universal Christian Church, and, specifically, the United Church of Canada and Gilmore Park congregation. In the United Church we believe that God's love is not in any way dependent upon our ability to understand it, and so we practice infant baptism as well as adult baptism. Because little children cannot themselves make the decision to be baptized, their parents or guardians and the church act on their behalf. In baptism, children officially become Christians. Our hope is that they will grow in the faith and that when they are old enough to decide for themselves they will choose to be Confirmed. Confirmation is an act through which people make public profession of their faith and are accepted as full members of the United Church of Canada.

WHAT CONSTITUTES “ADEQUATE PREPARATION” FOR BAPTISM?

Newcomers to the church (those not normally in regular attendance) are required to be adequately prepared, which normally involves: **a)** an appointment with the MINISTER **b)** regular attendance at **Sunday Worship** **c)** **small group** involvement, or other means for **spiritual growth** for at least 3 months.

WHEN WILL BAPTISM BE CELEBRATED?

The Sacrament of Baptism is normally celebrated twice a year: the Reign of Christ (late November) and the first Sunday after Easter. Active members of the congregation may arrange for their child to be baptized at any time.

VOWS OF BAPTISM

1. Do you believe in God, who has created and is creating, who has come in Jesus, the Word made flesh, to reconcile and make new, and who works in us and others by the Spirit?

I do, by the grace of God

2. Will you follow in the way of Jesus Christ, resisting oppression and evil, seeking justice, and witnessing to God's love for all creation?

I will, God being my helper.

3. Will you turn to Jesus Christ and accept him as Saviour and Lord?

I will, God being my helper.

4. Will you join with your brothers and sisters in this congregation to share in the life, work, and ministry of Jesus Christ?

I will, God being my helper.

5. Will you share your faith with this child, growing with him/her in faith, hope and love?

I will, God being my helper.

CONGREGATIONAL COMMITMENT

“We will continue to support you, walk with you, and grow with you. With God's help, we will live out our baptism as a loving community in Jesus Christ: nurturing one another in faith, upholding one another in prayer, encouraging one another in God's work.”

Gilmore Park United Church

APPENDIX III – Marriage Policy

Date: June 13, 2006

Modified:

POLICY:

1. The church will be made available for weddings to anyone wishing a Christian marriage ceremony, and holding a valid marriage license. This is inclusive of, but not limited to, same-sex couples, and of couples with different faith traditions.
2. The MINISTER will normally perform the marriage ceremony of members of the church.
3. Couples who wish to engage the services of another clergy person may do so with permission from the MINISTER.
4. The MINISTER has first right of refusal for marriage ceremonies of non-members. If he or she does not wish to perform the ceremony, then the church administrator will arrange for another clergy person. In the case of a ceremony involving another faith tradition, the MINISTER will have final approval of the ceremony.
5. Rates for ceremonies, receptions and related personnel will be set by the BOARD.
6. Rules for use of the church premises will be established by the COUNCIL..

Gilmore Park United Church

Appendix IV

Membership Policy

Adoption Date: November 14, 2006

Modification Date:

Admission of Members

Members shall be admitted according to Section 012 of the Manual.

Transfer of Members

Certificates of transfer of membership will be granted by the Council to all members leaving the Congregation, according to Section 013 and 014 of the Manual.

Revision of the Roll

1. The Council shall revise the roll of the church membership annually, every September – in accordance with Section 015 of the Manual.
2. Members who have absented themselves from worship for one year without reasonable explanation, shall be sent a pastoral letter from the Council inquiring into their absence. Such letter shall contain a stamped, self-addressed envelope and a questionnaire (see attached)
3. Members who indicate on the questionnaire that they
 - a. are attending another church
 - b. have moved away permanently, or
 - c. don't plan to return to Gilmore Park United as a regular, active memberwill be removed from the roll of membership.
4. Members who have absented themselves for two years or more without reasonable explanation and who do not respond to two attempts to contact them as in (2), above, will be removed from the roll of membership.
5. Points (2), (3) and (4) above, are in accordance with the Manual section 015.

Gilmore Park United Church

Appendix V

Hiring Policy

Adoption Date: November 14, 2006

Modification Date: February, 2009

1. The responsibility for hiring and releasing of Ministry Personnel and support staff falls ultimately to the Council. (The M&P committee is not involved in hiring or in *new* contracts, according to United Church of Canada policies.)
2. The decision as to whether new staff is needed for programming or ministries, or whether an increase in allotment of time is needed for existing staff, shall be the decision of the BOARD in accordance with all Ministry and Executive Limitation Policies.
3. The normal process the BOARD will follow shall be this:
 - a. A Ministry Team or Group will identify the need for increased staff or Ministry Personnel support.
 - b. The Finance Team will be consulted, and approval will be sought for increased costs – or the new staff position/increase will be reflected in the congregational budget.
 - c. A process for searching and hiring will be developed under the direction of the BOARD that is in accordance with United Church polity.
 - d. The proposed process and contract terms will be presented to the Council for approval.
 - e. The hiring process will be carried out by whatever Team, Group or special Committee the BOARD approves.
 - f. A contract, employment contract, or call/appointment form will be approved and signed by the Council.
4. Special meetings of Council may need to be called to expedite the hiring process.
5. When the MINISTER announces his or her resignation or retirement, or is dismissed by the congregation/presbytery, this hiring process does not apply, and the normal call/appointment process outlined in the Manual will apply.

Gilmore Park United Church

Appendix VI

Funeral Policy

Adoption Date: November 14, 2006

Modification Date:

Planning Your Loved One's Funeral or Memorial

At Gilmore Park United, we feel privileged to be a part of your plans for a service of memorial and celebration of the life of your loved one. Be assured of our deepest sympathy to you and all who grieve this loss. Our congregation is pleased to offer service to you in the way of planning a memorial, arranging refreshments, and providing counseling for grief and loss (if desired).

We consider a funeral or memorial service to be first and foremost a ministry that proceeds from Jesus Christ, our hope and our salvation. The primary purpose of a Christian church service is therefore to worship God, and secondly to celebrate the life of the deceased. It is a time to bring a word of comfort and inspiration to all who are grieving, and to bring a sense of closure to a relationship which has now ended.

THE WORSHIP SERVICE

The service will follow the format outlined in the United Church of Canada Book of Services, and will be conducted by the MINISTER of this congregation. We do not "rent out space" for secular memorial services or those conducted by MINISTER outside this congregation.

FAMILY PARTICIPATION

The MINISTER will plan the participation of others in the service with the next-of-kin. Family members or friends are welcome to share in a "time of remembrance" during the service (this is often known as a "eulogy", but may take any form).

MUSIC

Family members may also wish to choose music for the service (so long as it is appropriate to a church), perhaps following the wishes of the deceased. Our Minister of Music is available for most funerals. If he or she is not available, we will endeavor to find another musician for you.

SCRIPTURE READINGS

Normally the MINISTER will choose appropriate scripture, unless the deceased or next-of-kin has a preference for a particular reading. Please note that readings must be from the Christian Bible. Poetry or other readings may be shared during the "time of remembrance", however.

FLOWERS, ASHES, MEMORABELIA

Flowers are always appropriate at funerals. We have flower stands available. You may also have the ashes of the deceased present on the communion table, and/or a picture of them. Other memorabilia is also appropriate, however the Christian symbols of the cross, Christ candle, and Bible may not be removed from the communion table, nor moved from their positions.

This document was last revised on May 28, 2009

CASKET PRESENT

The difference between the terms “funeral” and “memorial” has historically been that at a funeral, the casket is present. This is done less often in our culture, but is still entirely appropriate. Please note that you must provide a set of strong, healthy pall-bearers, as caskets must be brought up the front steps of our church.

HOSTESS/HOST

A host or hostess will be provided for your service and/or reception. The host will be here for you to make you comfortable, answer your questions, and meet your needs before, during and after the service.

A/V TECHNICIAN

We have a state-of-the-art sound system at Gilmore Park complete with cassette and CD players, DVD, big-screen computer projection and infra-red sound apparatus for the hearing impaired. A qualified technician will monitor the system throughout the service. Unfortunately, we cannot allow others outside our own technicians to monitor our system.

CATERING

Gilmore Park United has access to a highly professional gourmet caterer next door at Gilmore Gardens Seniors Centre (of which we are owners). The chef can help you plan a tea and refreshments which will be delicious and beautifully presented, and can fit any budget. Please ask us for the chef’s contact number.

HALL RENTAL

Our hall is available at most times for refreshments following the service. Please see our price list (below) for further details.

PRICE**ACTIVE MEMBERS OF THE CHURCH****\$200**

Musician \$125
 Hostess \$ 50
 Sound Tech \$ 50

NON-MEMBERS**\$650**

Musician \$125
 Hostess \$ 50
 Sound Tech \$ 50
 MINISTER \$200
 Church \$200

RECEPTION

Hall (members n/c)

\$150 (package price \$800)

Catering

extra - prices vary

Gilmore Park United Church

Appendix VII

COUNCIL Monitoring Schedules

Adoption Date: November 14, 2006

Modification Date:

a. BOARD Compliance

POLICY	METHOD	FREQUENCY
Financial Condition 350	internal	May, Sept, Jan
Election & Membership 301, Organization and Process 302, Officers' Roles 303, Operating Style & Code of Conduct 304 Congregational Organization 310	internal	May
Finance Team 351 Treatment of Beneficiaries 320 Vendor Relations 370	internal	September
Financial Condition 350	External (auditor report)	January
Budgeting 340 Protection of Assets 360	internal	January
<u>Ministry Policies 100 and 101</u>	Internal (Annual Report)	January

b. Other COUNCIL duties

<i>GGSC monitoring report</i>		<i>May</i>
<i>Revision of the Roll</i>		<i>September</i>
<i>M&P reports.</i>		<i>Sept, Jan, May</i>

c. COUNCIL Policies Review

POLICY	FREQUENCY
All Policies (External Review)	Every 3 years by means of Presbytery oversight visit
Ministry Policies:	January
Executive Limitation Policies:	January
COUNCIL-BOARD Relationship	September
Governance Process:	
COUNCIL Composition 400	May
COUNCIL Accountability 401	May
COUNCIL's Calling 410	May
Disciplines and Practices 430	May
Governing Style 440	May
Members' Code of Conduct 450	May
Chairperson's Role 460	September
Diversity and One Voice 470	September
COUNCIL Committees 420	September

Gilmore Park United Church

Appendix VIII

BOARD to COUNCIL Internal Monitoring Report *Templates*

Adoption Date: February, 2009

Modification Date:

The following pages contain Templates for all Board to Council Reporting.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	301
POLICY TITLE:	BOARD Election & Membership

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 301 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

A. Membership: The BOARD shall not fail to present to COUNCIL the following persons for election by the congregation at its Annual General Meeting with the understanding that further nominations may be received on the floor of the AGM :

6. Three official officers who shall be members of the congregation, and shall be chosen for their gifts of faith, wisdom, discernment and leadership to become members of COUNCIL, as well as for the skills and talents necessary for their offices:
 - Chairperson, Secretary and Congregational Treasurer

7. One representative (normally the chairperson) from each of the following committees, groups and teams including, but not limited to:
 - Finance Team
 - Ministry and Personnel Committee
 - Worship Team
 - Ministry Group
 - Pastoral Care Team
 - Property Team
 - Gifts and Nominations Committee
 - Small Group Leaders

8. One Presbytery representative (congregational layperson)
9. All Ministry Personnel, both Ordered and Designated Lay.
10. 2009: 6 additional “members at large” who are Council members elected in 2008 (unless they are included in 1-3, above)
 2010: 3 additional “members at large” who are Council members elected in 2008 (unless they are included in 1-3, above)
 2011 and following: the congregation *may* elect up to 3 “members at large”

We present to COUNCIL the attached slate of names for election at the annual meeting:

We therefore report compliance.

~OR~

We present to COUNCIL the attached slate of names for election at the annual meeting.

We have been unable to fill the role of _____.

We therefore report non-compliance.

POLICY PROHIBITION:

B. The BOARD shall not allow any person to chair more than one committee, group or team

This limitation has not been violated – see attached list.

We therefore report compliance.

POLICY PROHIBITION:

C. Term: The BOARD shall not allow any person to serve as chair of a team, group or committee or as Treasurer of the congregation for more than 3 consecutive years.

This limitation has not been violated – see attached list.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	302
POLICY TITLE:	BOARD Organization & Process

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 302 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

A. The BOARD shall not fail to organize itself according to the following requirements and processes:

Voting

7. All members of the Board are voting members.
8. Visitors may be given corresponding privileges (permission to take part in discussion but not vote) if agreed to by the Board.
9. All Board matters will be decided by a 2/3 majority.
10. Proxy voting is prohibited by the United Church of Canada.
11. Email or telephone ballots may be held but should be used rarely and cautiously.
12. Emergency meeting votes or email/telephone votes must follow the rules of quorum.

Quorum

2. A quorum shall be 50% of membership +1, one of whom must be Ordered Ministry Personnel or, in the OM's absence, an official presbytery-appointed representative. [Quorum will be 11 of 17 members 2009/10; 8 of 14 members 2010/11 and following.]

Meetings

4. The Board shall meet monthly, on the second Tuesday of each month from September to June.
5. All meetings of the Board shall be open to the congregation at large.
6. If time is of the essence, an emergency meeting of the Board may be called by the Chairperson or Order of Ministry Personnel.

We present to COUNCIL the attached minutes of our BOARD meetings from [date]_____ to [date]_____ detailing our compliance to the above prohibitions:

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	303
POLICY TITLE:	BOARD Officers' Roles

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 303 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

A. The BOARD shall not fail to enforce the following requirements of the role of its officers:

Chairperson's Role:

5. The Chairperson chairs Board meetings, keeping deliberations fair, open and thorough but also orderly and timely.
6. The Chairperson plans and proposes the Board agenda in consultation with the secretary, treasurer, and Ordered Minister(s).
7. The Chairperson ensures that the Board acts consistently with its own values and policies and those requirements legitimately imposed upon it by the COUNCIL.
8. The Chairperson holds only a casting vote (his or her vote may be counted as one which decides the 2/3 majority).

Secretary's Role

4. The secretary will familiarize him or herself with the Policy Governance model, all COUNCIL policies and the United Church MANUAL and will act, when necessary, as parliamentarian for the Chairperson.
5. The secretary takes minutes at meetings, recording the *actions* (not discussion) of the Board. The secretary circulates the draft minutes to the EXECUTIVE before presentation to the Board.
6. The secretary ensures that "Internal Monitoring Reports" (templates attached as Appendix VIII) are properly prepared and duly submitted to COUNCIL.

Treasurer's Role

6. The Treasurer is an active member of the Finance Team.
7. The Treasurer is a resource for the Administrator, and supervises the Administrator's work as it relates to bookkeeping.
8. The Treasurer ensures and supervises the annual external auditing process, production of financial statements, and charitable tax return.

9. The Treasurer presents the Finance Team's annual congregational budget to the Board in January of each year.
10. The Treasurer approves all cheque requisitions before passing them on to two separate signators.

To the best of our knowledge, our Officers have satisfactorily fulfilled these roles.
We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE: POLICY NUMBER POLICY TITLE: Conduct	EXECUTIVE LIMITATIONS 304 BOARD Operating Style & Code of
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This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 304 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

- A. The BOARD shall not operate, make decisions or take any actions which are unethical, disrespectful, inhospitable or unlawful. BOARD members shall not misuse their authority or fail to operate with appropriate decorum when acting as BOARD members.**

Accordingly,

4. Members will adopt and use “Holy Manners” in all their deliberations, decisions and actions:
 - a. keep God at the centre of everything we do
 - b. separate people from problems
 - c. allow for full and equitable participation
 - d. listen carefully without interruption
 - e. welcome the conflict of ideas
 - f. honour the decisions of the body
5. Members must avoid conflict of interest.
 - a. there must be no self-dealing or any conduct of private or personal services between any BOARD member and the CHURCH except as procedurally controlled to assure openness, competitive opportunity and equal access to information.
 - b. when the BOARD is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall declare the conflict and the BOARD will decide if it will be necessary to ask the member to absent herself or himself without comment from both the deliberation and the vote.
 - c. members shall not use their position to obtain employment within the CHURCH. Should a member desire employment, he or she must first resign from the BOARD.
6. Members will respect the confidentiality appropriate to issues of a sensitive or personal nature.
 - a. Documents of a sensitive nature shall be reviewed, then collected and shredded.
9. BOARD decisions will be stated as clearly as possible in written form.
 - a. Clear, accurate and duly approved minutes signed by the Chairperson will be kept. Minutes will record decisions and actions, and not the particular content of discussions.
 - b. Unofficial and officially approved minutes will be posted both in hard copy and on the church website within five days of the BOARD meeting. Minutes will be clearly marked

- “unofficial” or “official” – the latter denoting that the BOARD as a whole has reviewed and approved them.
10. Only written COUNCIL policies will direct the work of the BOARD.
 11. BOARD members as individuals, including the chairperson, will exercise discipline by not directing the MINISTRY TEAM or staff.
 12. BOARD members will exercise discipline by not misrepresenting the decisions of the BOARD to the COUNCIL, OWNERSHIP or BENEFICIARIES and the general public.
 13. The BOARD will exercise good leadership by:
 - a. listening to the CONGREGATION as a whole, and remaining meaningfully connected to those persons who may disagree with its decisions.
 - b. making its decisions in accordance with:
 - i. COUNCIL Ministry policies
 - ii. the principles of democracy – that which it believes would be the will of the majority of the CONGREGATION, rather than the emotional reactivity of a few or any amount of hearsay,
 - iii. all legal, ethical and theological principles expressed and outlined within this document
 - c. making decisions and communicating them to the CONGREGATION both clearly and in a timely manner.

Our attached Minutes of Meetings, and the Chairperson’s oral report constitute our assurance that these policy prohibitions have not been violated.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	310
POLICY TITLE:	BOARD Congregational
Organization	

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 310 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

- **From Policy Statement 300-A “General BOARD Limitations” which states:** *The BOARD shall not allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the MANUAL or the United Church of Canada... and from Policy Statement 300-A-7 which states:* *The BOARD shall not fail to use a collegial, consultative process in discernment and decision-making, one which upholds the gifts of the people of God under the continual illumination of the Holy Spirit, and respects the calling of Christ to use our gifts together in prayerful community within the life, work and ministry of the congregation.*
7. The BOARD shall not fail to establish a process for the discernment of Spiritual gifts of members of the faith community.
 - a. People will be encouraged to discern their gifts individually and in community with others.
 - b. People will be encouraged to participate in the life and work of the CONGREGATION according to their gifts.
 - c. With the exception of membership on the COUNCIL and its M&P Committee, no person within the CONGREGATION will be excluded from membership in any group, team or committee because of his or her discerned gifts.

We present to COUNCIL the minutes of the Gifts Discernment & Nominations committee:

We therefore report compliance.

POLICY PROHIBITION:

8. The BOARD shall not fail to create an organizational structure which reflects COUNCIL’s Ministry Policies (100) adheres to Executive Limitation Policies as above, and is in compliance with the requirements of the MANUAL Sections 180-191, 222, 242, and 243 (if applicable).
 - a. The organizational structure will provide for the means of achieving COUNCIL Ministry Policies only, and will allow for maximum participation by the people of the CONGREGATION without unduly burdening them with bureaucracy, lengthy or frequent meetings, duplication of process, or unnecessary approval-seeking or reporting.
 - b. Adherence to Section 244 of the MANUAL (Re: M&P Committee) is the responsibility of the COUNCIL.

This document was last revised on May 28, 2009

- c. Adherence to Section 245 of the MANUAL (Stewardship Committee) is stipulated in Policies 350 and 351 – Financial Condition/Finance Team.
- d. Ministry Teams or Working Groups will normally be created in the following areas: (MANUAL S-158-159)
 - i. Worship
 - ii. Pastoral Care
 - iii. Stewardship of the Physical Plant
 - iv. Faith Formation (Adults, Youth and Children) - Programs
 - v. Ministry/Outreach - Projects
 - vi. Fellowship – Events
 - vii. Gifts Discernment

9. The BOARD shall not fail to ensure that Ministry Teams and Working Groups are organized in such a way as to ensure compliance with all Ministry and Executive Limitation Policies.

We present to COUNCIL the congregational organization chart- attached.

We therefore report compliance.

POLICY PROHIBITION:

10. The BOARD shall not fail to direct the work of all Ministry Teams and Groups with clear, written policy.
- a. BOARD's policies must be in compliance with COUNCIL Policies, and in the spirit of the Policy Governance Model.
 - i. BOARD's policies shall *fully empower* the Teams and Groups to make decisions and take action, while maintaining order and compliance with the COUNCIL's Executive Limitations Policies.
 - ii. The BOARD'S Policies shall never reflect authority over the MINISTRY TEAM or the COUNCIL.

We present to COUNCIL the latest BOARD policies (attached).

We therefore report compliance.

POLICY PROHIBITION:

11. The BOARD shall not fail to submit to the COUNCIL an organizational chart and written policies as supporting data in demonstrating compliance with this Executive Limitation.

We present to COUNCIL the congregational organization chart- attached.

We therefore report compliance.

POLICY PROHIBITION:

12. The BOARD shall not make significant changes to the organization of the CONGREGATION or written policy given to any Ministry Team or Working Group without notifying the COUNCIL.
- a. COUNCIL will decide, upon such notification, only if the BOARD is still in compliance with a *reasonable interpretation* of its Policies.

No significant changes to congregational organization or written policies have been made.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	320
POLICY TITLE:	Treatment of Beneficiaries

A. With respect to the BENEFICIARIES of the work of the COUNCIL, the BOARD shall not allow any conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, inhospitable, or that fail to provide appropriate confidentiality or privacy.

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 320 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

The BOARD shall not:

- 5. Fail to comply with privacy and personal information protection laws of the provincial government of BC and the federal government of Canada.
- 6. Disclose personal information without the consent of those persons or organizations or persons outside of the United Church of Canada except when mandated or allowed to do so by law.

We present to COUNCIL the privacy officer's report:

We therefore report compliance.

POLICY PROHIBITION:

- 7. Fail to take all reasonable measures to ensure the safety of BENEFICIARIES using the CHURCH's building or contents either for the CONGREGATION's own ministry or other use.

We present to COUNCIL the Property Team's safety report:

We therefore report compliance.

POLICY PROHIBITION:

- 8. Fail to establish a clear understanding of what ministry might be available and might not be available from the CHURCH.

Our website continues to be updated weekly. The church sign is changed weekly with details of our various ministries. The weekly “What’s Happening” and monthly calendar are distributed.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	340
POLICY TITLE:	Budgeting

-
- **From Policy Statement 300-3 “General BOARD Limitations” which states:**
Budgeting shall not deviate significantly from Council “Ministry” priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 340 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

11. The BOARD shall not fail to present a viable budget for the next fiscal year to the COUNCIL each year at the January meeting of Council for approval.
12. The budget format shall not deviate from generally accepted accounting principles and practices.
13. Budgets shall reflect a commitment to the long-range sustainability of the work of the CONGREGATION.
14. Budgets will neither jeopardize, reprioritize, nor be inconsistent with the COUNCIL’s “Ministry” policies.
15. Revenues and expenditures are not to be budgeted without reference to past experience and to realistic projections.
16. No budget shall be presented where expenditures are greater than a combination of revenue and other funds available for use in the CONGREGATION’s operating budget.
17. Restricted funds will not be used for purposes other than those specified by the funds’ terms of reference.
18. Budgets will not transfer revenues or expenditures from other funds if the terms of the funds disallow such transfers.
19. Information to the COUNCIL shall not lack sufficient detail to enable the COUNCIL to assess the viability of the budget, nor will it exclude an articulated list of planning assumptions.
20. No significant budget variance shall remain unreported nor unexplained.

We present to COUNCIL the congregational budget for the year _____/_____ (attached):

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	350
POLICY TITLE:	Financial Condition

- **From Policy Statement 300-4 “General BOARD Limitations” which states:**
Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Council “Ministry” priorities.

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 350 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

- 9. Allow the expenditure of funds by the end of the fiscal year to exceed anticipated unencumbered revenue for the same period of time.

We present to COUNCIL financial statements dated _____ It is not expected that expenditures will exceed anticipated unencumbered revenue by year-end

We therefore report compliance

- 10. Allow funds to unduly accumulate without being used for the purposes for which they were established.

We present to COUNCIL the balance sheet dated _____ Funds are not unduly accumulating,

We therefore report compliance

- 11. Borrow money for the operations of the CONGREGATION.

We present to COUNCIL financial statements dated _____ No money has been borrowed.

We therefore report compliance

- 12. Fail to pay all liabilities for payroll, suppliers, and taxes as due.

We present to COUNCIL the church Administrator’s report dated _____. All payroll, suppliers and taxes due have been paid on time.

We therefore report compliance

- 13. Allow expenditures to deviate significantly from priorities as established by the COUNCIL.

We present to COUNCIL financial statements dated _____ Expenditures have not deviated significantly from priorities established by the COUNCIL.

We therefore report compliance

14. Allow revenues from offerings to fall more than 15% below the same level, year-to-date, as the previous year.

We present to COUNCIL the Offerings comparison sheet dated _____ Revenues from offerings are not more than 15% below the same level, year-to-date, as the previous year.

We therefore report compliance

15. Fail to establish a team of financial experts from within the congregation., in accordance with the MANUAL Sections 160-170.

We present to COUNCIL minutes of the Finance Team's meeting for _____[date]

We therefore report compliance

16. Fail to apply any unencumbered surplus revenue to debt reduction.

All unencumbered surplus revenue has been applied to debt reduction.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	351
POLICY TITLE:	Finance Team

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 351 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITION

- B. The BOARD shall not fail to ensure that the following requirements of the MANUAL are met:
- 8) Section 160: A Finance Team shall be established.
 - 9) Section 162, "Qualifications": The Finance Team members shall be elected for their Christian character and ability to transact the temporal and financial business of the CONGREGATION. Wherever practicable, they should be in full membership of the CONGREGATION.
 - 10) Section 163, "Number": The Finance Team shall have no less than 5 members, two of whom are the Treasurer, and the MINISTER (in accordance with the MANUAL section 122).
 - 11) Section 164, "Election": The Finance Team shall be elected by the CONGREGATION annually.
 - a) The Finance Team may seek out new members and recommend them to the BOARD for election.
 - 12) Sections 165 & 166: The Finance Team shall be fully empowered to act in all matters of Budgeting, Financial Condition and Protection of Assets pertinent to the CONGREGATION, ensuring that their decisions do not interfere with the BOARD's means of carrying out all COUNCIL's Ministry Policies, nor the BOARD's compliance with Executive Limitation Policies 300 - 360.
 - a) The Finance Team shall ensure that the requirements of the Committee of Stewards, Section 166 and those of the Stewards Committee, Section 245 (b) of the MANUAL, are met.
 - b) The Finance Team shall not take action that deviates from COUNCIL's established Ministry Policies or that violates the BOARD's established Executive Limitation Policies.
 - 13) Section 167, Reporting: The acts, minutes, and proceedings of the Finance Team, and a set of Financial Statements, will be given to the BOARD on a monthly basis to ensure BOARD compliance.
 - a) Such BOARD monitoring may only be against established COUNCIL Ministry and Executive Limitations policies.
 - b) Annual Statements, along with a Budget for the upcoming year, will be presented to the CONGREGATION at its annual meeting.

Sections 168, 169 and 170, referring to the appointment and election of Chairperson, Secretary and Treasurer, shall be followed exactly.

The congregation's Annual Report and the minutes of the Finance Team constitute our assurance that these prohibitions have not been violated..

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	360
POLICY TITLE:	Protection of Assets

➤ **From Policy Statement 300-5 “General BOARD Limitations” which states:**
Assets may not be unprotected, inadequately maintained or unnecessarily risked.

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 360 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITIONS

The BOARD shall not:

- 11. Fail to insure assets against loss by fire and theft less than 100% of replacement cost, and by earthquake less than 90% of replacement cost.

We present to the COUNCIL our annual insurance policy:

We therefore report compliance.

- 12. Place any bank account with an institution which is not insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.

No such bank accounts have been placed.

We therefore report compliance.

- 13. Invest or hold capital in insecure instruments.

No such investments have been made.

We therefore report compliance.

- 14. Exclude any asset or group of assets over \$1,000 from a register of assets.

We present to the COUNCIL the register of assets:

We therefore report compliance.

- 15. Receive, process or disburse funds under controls which are insufficient to meet the COUNCIL-appointed auditor’s accepted standards.

We present to the COUNCIL the annual auditor’s report:

We therefore report compliance.

- 16. Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.

We have taken the following precautions against loss of intellectual property, information and files:

We therefore report compliance.

17. Jeopardize the charitable tax receipt status of the CHURCH.

No action has been taken nor decision made which jeopardizes the charitable tax receipt status:

We therefore report compliance.

18. Acquire, encumber or dispose of real property.

No such action has been taken.

We therefore report compliance.

19. Unnecessarily expose the COUNCIL to claims of liability.

No action has been taken nor decision made which unnecessarily exposed the COUNCIL to claims of liability.

We therefore report compliance.

20. Endanger the CHURCH's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

No action has been taken nor decision made which has endangered the CHURCH'S public image or credibility.

We therefore report compliance.

TEMPLATE

Gilmore Park United Church

Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	370
POLICY TITLE:	Vendor Relations

A. **The values of the CHURCH are reflected in its vendor activities. The CHURCH also wishes to operate at the lowest possible cost with the best value in its purchases.**

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 370 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, _____.

_____, BOARD Secretary

POLICY PROHIBITIONS

3. The BOARD shall not deal with any vendor who clearly contradicts the COUNCIL’s “Ministry” policies.

We present to the COUNCIL the Church Administrator’s list of vendors for the Year _____:

We therefore report compliance.

4. In relations with vendors who are not excluded by the above, the BOARD shall not:
- a. make any purchase from a vendor which does not represent best value.
 - b. treat any vendor in an unfair or inequitable manner, nor give any preference based on any criterion other than the delivery of best value.
 - c. violate the terms of the purchase or contract agreement.

To the best of our knowledge, no action has been taken nor decision made which violates this policy prohibition.

We therefore report compliance.

Gilmore Park United Church

Appendix IX

Rental Policy

Adoption Date: May, 2009

Modification Date:

We understand that all of our resources are gifts from God, and that our building was built and dedicated to the glory of God. God has entrusted us to be *stewards* (caretakers) of this building.

We further understand that the United Church of Canada owns all congregational property and entrusts it to congregations for their sacred use and for their various ministries.

Gilmore Park United Church exists so that: *People at every stage of their lives will experience the transforming love of God as revealed in Jesus Christ and will commit to a life of discipleship.*

Ministry Policy 100 states that *“The congregation will be an intentional community centred in God’s mission that models the kingdom of God.”*

In particular,

- a. *A diversity of ages, races, sexual orientations, economic conditions, abilities and theological perspectives will be embraced, respected and celebrated*
- c. *People will experience tangible loving care, acceptance and help with living.*

To that end, our church building shall be (in priority order):

1. for the use of the body of Christ (congregation) and the local community for the purpose of
 - a. sharing sacred space for worship and the nurture of children and youth in the faith, and
 - b. providing tangible loving care, acceptance and help with living to the people to whom we minister.
2. to enhance diverse relationships with
 - a. the wider church
 - b. the ecumenical community, and
 - c. the local community and service organizations
3. to provide rental income for our ministries through space for appropriate events and activities

Accordingly,

1. We designate the entire building on Sunday mornings as sacred space. No part of the church shall be rented on Sundays before 1 pm.
2. All renters and user groups will be informed of, and asked to respect our Core Values as expressed in Council Policy 101.
3. No other church or religious group may rent any part of the church without the express consent of the Council.
4. The church reserves the Learning Lounge as sacred space. Only church activities, which may include wider-church rentals may take place in the Learning Lounge.
5. The church reserves the Youth Centre from Friday noon through Sunday evening as sacred space for youth. Occasional rentals of the Youth Centre during these times may be acceptable if
 - i. no youth activities are planned for that time, and
 - ii. the furniture is not disturbed (i.e. small group meeting).
6. The sanctuary is sacred space. All renters, user groups and hosts/hostesses must take great care to return the sanctuary to the condition in which they found it.
7. Council reserves the right to define and determine what constitutes an “appropriate” activity for any part of the church.
 - i. Wine and beer may be served at rental activities, only with the appropriate licenses and insurance secured.
8. Renters and user groups must adhere to the terms of the rental contract set out by the Accountable Board. Said terms will be in accordance with this rental policy.
9. All continuous rentals must be approved by the Accountable Board, in accordance with this rental policy.