

**Gilmore Park United Church
Internal Monitoring Report –May, 2006**

POLICY TYPE:
POLICY TITLE:

EXECUTIVE LIMITATIONS
CONGREGATIONAL ORGANIZATION

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- **GLOBAL POLICY PROHIBITION: From Policy Statement 300-A “General MINISTER Limitations” which states:** *The MINISTER 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-8 which states: The MINISTER 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 – in the life, work and ministry of the congregation.*

REPORT: This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, **May 9, 2006.**

_____, Rev. Anna S. Christie, MINISTER

1. **POLICY PROHIBITION:** *The MINISTER 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, M&P Committee and Finance Team, the people of the CONGREGATION will not be excluded from the life and work of the CONGREGATION because of their discerned gifts.

REPORT: A gifts discernment questionnaire has been established and is continually reviewed and updated by the leadership classes. Everyone who has gone through a leadership class has done the gifts discernment in community. Everyone involved in a ministry group or team is now required to go through the process, and several persons who have not taken leadership have now done this (such as Gail Nichols and Jan Brady). Anne Marie is currently working on entering discerned gifts into the congregational database. Only Council and Finance Team have requirements for gifts. Other teams/groups have members with a variety of gifts. This is clearly outlined in all Minister’s Policies for teams/groups (attached or available on the church website). **I am therefore reporting compliance.**

2. **POLICY PROHIBITION:** *The MINISTER 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 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:
 - 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

REPORT: See attached organizational chart and policies. I believe the content of the policies themselves demonstrates that each of these stipulations has been met. As to 2)d), the Ministry Group is responsible for iv, v, and vi. The Worship Group and Project 21 Worship Team fulfill i), Pastoral Care Team fulfills ii), Stewards Group fulfills iii). **I am therefore reporting compliance.**

3. **POLICY PROHIBITION:** *The MINISTER 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.*

REPORT: See attached policies. Each policy clearly reflects Council Ministry and Executive Limitation Policies which apply to each team or group. **I am therefore reporting compliance.**

4. **POLICY PROHIBITION:** *The MINISTER shall not fail to direct the work of all Ministry Teams and Groups with clear, written policy.*

- a. MINISTER's policies must be in compliance with COUNCIL Policies, and in the spirit of the Policy Governance Model.
 - i. MINISTER'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 MINISTER'S Policies shall never reflect authority over the MINISTER or COUNCIL.

REPORT: Policies are clear and written for all groups/teams (see attached/website). **I am therefore reporting compliance.**

5. POLICY PROHIBITION: *The MINISTER shall not fail to submit to the COUNCIL an organizational chart and written policies as supporting data in demonstrating compliance with this Executive Limitation.*

REPORT: Policies attached. **I am therefore reporting compliance.**

6. POLICY PROHIBITION: *The MINISTER 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.*

- i. COUNCIL will decide, upon such notification, only if the MINISTER is still in compliance with a *reasonable interpretation* of its Policies.

REPORT: This is the first reporting of congregational organization since policy was written. **I am therefore reporting compliance.**

7. POLICY PROHIBITION: *The MINISTER shall not fail to ensure that the organizational structure of the CONGREGATION, and his or her own policies provide for the fulfillment of the totality of COUNCIL Policies, so that the decision-making and work of the CONGREGATION is never left solely to the MINISTER.*

REPORT: I have to say a big “thank you” for the implementation of this policy. I feel much less of the workload and decision-making is left to me and other staff now. People seem to be taking well to the congregational organization and are still participating in ministry programs such as leadership and small groups. There are two challenges at this time: 1) the tendency to “backslide” into unnecessary meeting times/bureaucracy as in 2-a, above can be strong. I try to keep on top of this all the time. 2) despite complaints, people really did get used to simply running things past me and going ahead – one example is the Dream Auction. Sally was surprised she needed to take recommendations to Ministry Group re: where the money should be designated this year. Same phenomenon with Kerry and the Children’s Ministry people. But that’s how it is now...some processes have been slowed down as people must wait a month for a meeting. So far this has been positive and hasn’t held anyone back unnecessarily. In general terms, I think this governance model is awesome set up like this – it’s so clear. Decision-making is quite painless and lengthy discussion is seldom necessary. **I am therefore reporting compliance.**