

GILMORE PARK UNITED CHURCH – PROPOSED NEW GOVERNANCE MODEL
February 6, 2009

THE COUNCIL

Council is the official “court of the church” and as such is accountable to the “Ownership” (God, the United Church of Canada, the congregation).

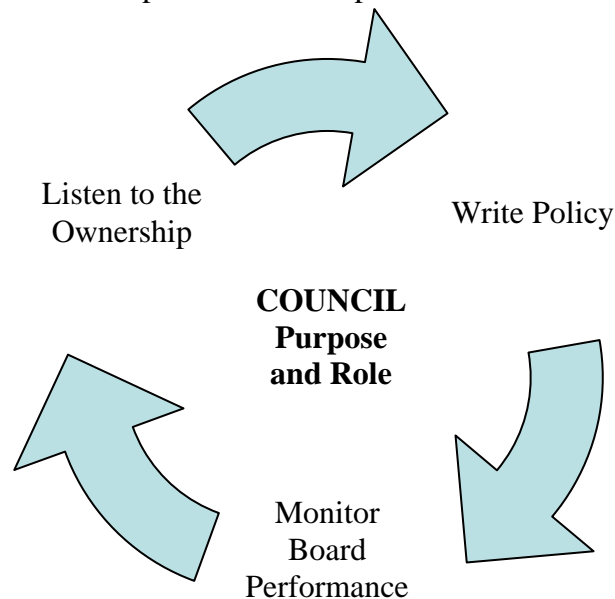
Council shall consist of the Chairperson, Secretary and Treasurer of the Accountable Board (“Board”) plus *four* other persons nominated annually by the Board and elected by the congregation at its annual meeting. Further nominations of qualified individuals (as per the Manual) will be accepted on the floor of the AGM. Council will also include members of the Order of Ministry who are called, appointed or settled within the congregation.

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.

Council members will be familiar with the Policy Governance model and will be committed to govern with excellence.

Council will normally meet three times per year – in May, September and January.

Council’s role is to determine the *ends* to be achieved – the mission, vision, and ministry of the church – and to hold the Board accountable for the *means* by which these ends are achieved. Council *listens to the ownership* (God, the United Church of Canada, the congregation) sets and writes *policy* accordingly, *delegates* to the Board the means by which the policies are carried out, and assures that the Board is in compliance with the policies at all times.



THE ACCOUNTABLE BOARD

Purpose and Role

The Council's sole official connection to congregational organization, operation and work will be through the Board.

Therefore, 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.

The Board is accountable to the Council for its work.

Board-Council relationship policies (200-299) outline the Board's relationship with the Council, delegation of authority, and monitoring performance.

Election and Membership

The Board shall be elected annually by the congregation.

The Board shall consist of:

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
 - Congregational Treasurer
2. One representative (normally the chairperson) from each of the following committees, groups and teams including, but not limited to:
 1. Finance Team
 2. Ministry and Personnel Committee
 3. Worship Team
 4. Ministry Group
 5. Pastoral Care Team
 6. Property Team
 7. Gifts and Nominations Committee
 8. 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”

Term

No person shall chair more than one committee, group or team.

No person shall serve as chair of a team, group or committee or as Treasurer of the congregation for more than 3 consecutive years.

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 third 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.

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 either one which decides the 2/3 majority or not).

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.
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 separate signators.

Reporting and Communication

1. All committees, teams and groups as well as Ministry Personnel shall present monthly to the Board a *brief* written report of their actions, decision, discussions and future plans/ideas/visions. The report must clearly state how each of the above relates to Council Ministry Policies 100 and/or 101. (Mission, vision, core values)
2. In addition to (1) above, the Finance Team shall present all monthly financial statements for Board discussion and approval.
3. Any major decisions or new ministry initiatives which represent a significant change for the congregation, or an expenditure exceeding the budget will be brought to the Board for discussion and approval.
4. The means to achieve all Ministry Policies (100 and 101) and the adherence to the Board’s “Executive Limitations” policies constitute the sole grounds for the Board’s decision-making.
5. Reports to Council by the Board shall follow the standard format of the “Internal Monitoring Report” as in Appendix VIII of the Governance Document. All data attached to reports from the Board to the Council shall be necessary and relevant.

Ministry and Personnel Committee

M&P is a committee of the Council (as per the Manual) and is not accountable to the Board. Although the M&P chairperson or his/her designate is a member of the Board, all M&P matters may only be decided by the Council.

GIFTS & NOMINATIONS COMMITTEE

1. A G&N committee will be elected consisting of 3 or 4 people.
2. The G&N committee will be an active, passionate committee working throughout the year.
3. To this end, the G&N may hold workshops or information sessions.
4. The purpose of the G&N is to carry out ongoing gifts discernment among the congregational members of all ages, as well as develop and implement a “skills, knowledge and talents” inventory of the whole people of God. From these tools the G&N

will encourage congregational members (and adherents) to take up positions on teams/groups/committees.

5. It is not the G&N's role to "fill slots".
6. The G&N committee will liaise with the GPUC Office Administrator regarding the congregational database.
7. The G&N committee will make recommendations to the Board and Council for committee/group/team members including the M&P committee.

Gilmore Park United Church
Internal Monitoring Report

SAMPLE

POLICY TYPE:
POLICY NUMBER:
POLICY TITLE:

EXECUTIVE LIMITATIONS
300
GENERAL BOARD LIMITATIONS

GLOBAL POLICY PROHIBITION: *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.*

REPORT:

This report constitutes our 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,

_____.

(SIGNATURE) _____, [Name of BOARD Secretary]

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PROHIBITIONS 1-7

To our knowledge, none of these limitations has been violated. **We therefore report compliance.**

#2: M&P will report directly to Council.

3, 4 & 5 are covered under separate reports

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