

Gilmore Park United Church

POLICY 100M – STEWARDS GROUP

Date: AUGUST, 2005. Modified March, 2006

A. Ministry

The Mission and Ministry of Gilmore Park United Church is defined in Council's Policy 100 is as follows. Bold print indicates the sections of the Policy which are applicable to the Steward's Group ("SG").

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

Theological Premise

All ministry begins and is sustained by God in Christ Jesus, who calls us together as his living body, the church, to do ministry in Christ's name and to share the Gospel (Good News) of new life in Christ with the world.

The Gospel is shared both in word (worship/preaching/teaching, sharing faith with others) and in action (working for peace and justice, acts of charity for the poor and helpless)

God-in-Christ equips the church with every necessary gift for this ministry, through the presence and action of the Holy Spirit in their lives and in the life of the church as a whole.

Specific Ministry to be Achieved by the Steward's Group

- The purpose of the Steward's Group is to ensure that the *physical context* in which the congregation's life, ministry, and mission is lived out is:
 - safe, clean and beautiful – reflective of the glory of God
 - hospitable and welcoming to all
 - free from chaos and confusion; well-managed
 - respectful of God's creation (the planet)
 - indicative of the values expressed in COUNCIL's Ministry Policies (as in Policy 100, above)

B. Linkage to MINISTER and COUNCIL

The Steward's Group is directly accountable to the MINISTER for achieving the provisions of this document's "Ministry" policies (as in "A", above). The SG is also accountable to the MINISTER for adhering to provisions of the Executive Limitations policies, (as in "C", below).

- The SG will be directed by the MINISTER *only* through written policies which describe the Ministry to be achieved and the Executive Limitations to actions.
- As long as the SG uses *any reasonable interpretation* of Ministry and Executive Limitations policies, the SG is automatically authorized to establish all further policies, make all decisions, take all actions, establish all practices, appoint all committees or subcommittees, and develop all activities.
- The MINISTER may change his or her Ministry and Executive Limitations policies, thereby shifting the boundary between SG and MINISTER domains.
- The Steward's Group may appeal any decision of the MINISTER to the COUNCIL (in writing, or in person to the whole Council).
- The MINISTER is accountable to the COUNCIL, and must consult with the FINANCE TEAM on all matters pertaining to financial management and budgeting.
- Lines of accountability and authority are outlined in the attached organizational chart.

C. Executive Limitations

1. The SG shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the Manual of the United Church of Canada, or in violation of commonly accepted business and professional ethics.
 - a. Dealings with the BENEFICIARIES of the church's ministries will not be inhumane, unfair, or disrespectful.
 - b. The SG will not exceed the congregation's annual budget allotted in any one area of work.
 - requests for items over budget must be given to the Finance Team in writing.
 - c. Assets may not be unprotected, inadequately maintained or unnecessarily risked.
 - the Finance Team is responsible for ensuring this Limitation is met with respect to insurance coverage.
 - d. There shall be no conflict of interest in awarding purchases, contracts or in making other decisions.
 - e. the SG shall not fail to approve purchases or issuing of cheques for any reason other than compliance with budget or sensible budget forecasting.
2. With respect to the BENEFICIARIES of the church's ministries, the SG shall not allow any conditions, procedures or decisions that are:
 - a. unsafe
 - b. disrespectful
 - c. unnecessarily intrusive
 - d. inhospitable
 - e. or fail to provide appropriate confidentiality or privacy
3. The SG shall not fail to inform the MINISTER in a timely manner if they are at anytime non-compliant with the aforementioned policies.
4. The SG will not entertain discussion of matters not pertaining to the work of the SG at its meetings.
5. The SG will not fail to make its decisions in a collegial, collaborative manner, upholding and respecting the gifts of each member of the Group, and those of the paid staff and Ministry Personnel. The SG will uphold the principle of "teamwork".
 - a. the Chair may, from time to time, be required to make minor decisions without consulting the rest of the group.
 - a. such decisions would only be made if time is of the essence.
6. The values of the congregation are reflected in its vendor activities. The congregation also wishes to operate at the lowest possible cost with the best value in its purchases. Accordingly,
 - a. The SG shall not deal with any vendor who clearly contradicts COUNCIL's Ministry Policy values
 - b. Dealings with any vendor may not jeopardize Executive Limitations policies outlined in this document.
 - c. The SG shall not, therefore:
 - 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
 - cheques requisitions and contracts will be signed by the Treasurer only

D. Relationships

- 1. The SG will work in a collegial manner with the church Administrator and Custodian. The Administrator will take instruction from the Chair of the SG in relation to temporal matters, however she is accountable for the quality of her work only to the M&P committee.
- 2. The MINISTER or other members of the MINISTRY TEAM are not required to take instruction from the SG.
- 3. Any grievances or conflicts must follow the congregation's Conflict Resolution Policy (attached).

E. Reporting

- 1. The SG will submit its approved minutes to the MINISTER for inclusion in COUNCIL reporting.
 - 1. Minutes, once approved by the SG, will be made available in the narthex for the congregation.
- 2. The SG will submit a report to the quarterly newsletter and the Annual Report of the congregation outlining its various activities and decisions.
- 3. On or before the following dates each year, the SG will submit a report summarizing *only* its compliance (or non-compliance) with the Policies outlined herein, with data as supporting evidence attached. (The timing of these reports coincides with the MINISTER's requirement to report to COUNCIL in terms of Protection of Assets, Treatment of Beneficiaries and Vendor Relations – Policies 320, 360 and 370)

F. Membership

- 1. Voting privileges will be given to new SG members after they have attended two consecutive meetings.
- 2. Members are required to complete a Spiritual Gifts Inventory, and go through a Gifts Discernment process with the MINISTER and their peers. Once the person is satisfied that sitting on the SG is the best use of their gifts, then they are free to do so.
- 3. The SG will be a gathering of people with a variety of gifts. The SG is therefore open to everyone regardless of gifts.
- 4. The MINISTER is a member of the SG, as per the Manual, Section 122.