



Thanks for your past support and engagement in the Community of Faith of Zion United Church • for your understanding and patience as Zion United Church evolved into a new governance model • for your thoughts and prayers for Zion United as we move in the spirit.

Governance Model, V. 7

September 13, 2020
Revised May 26, 2021

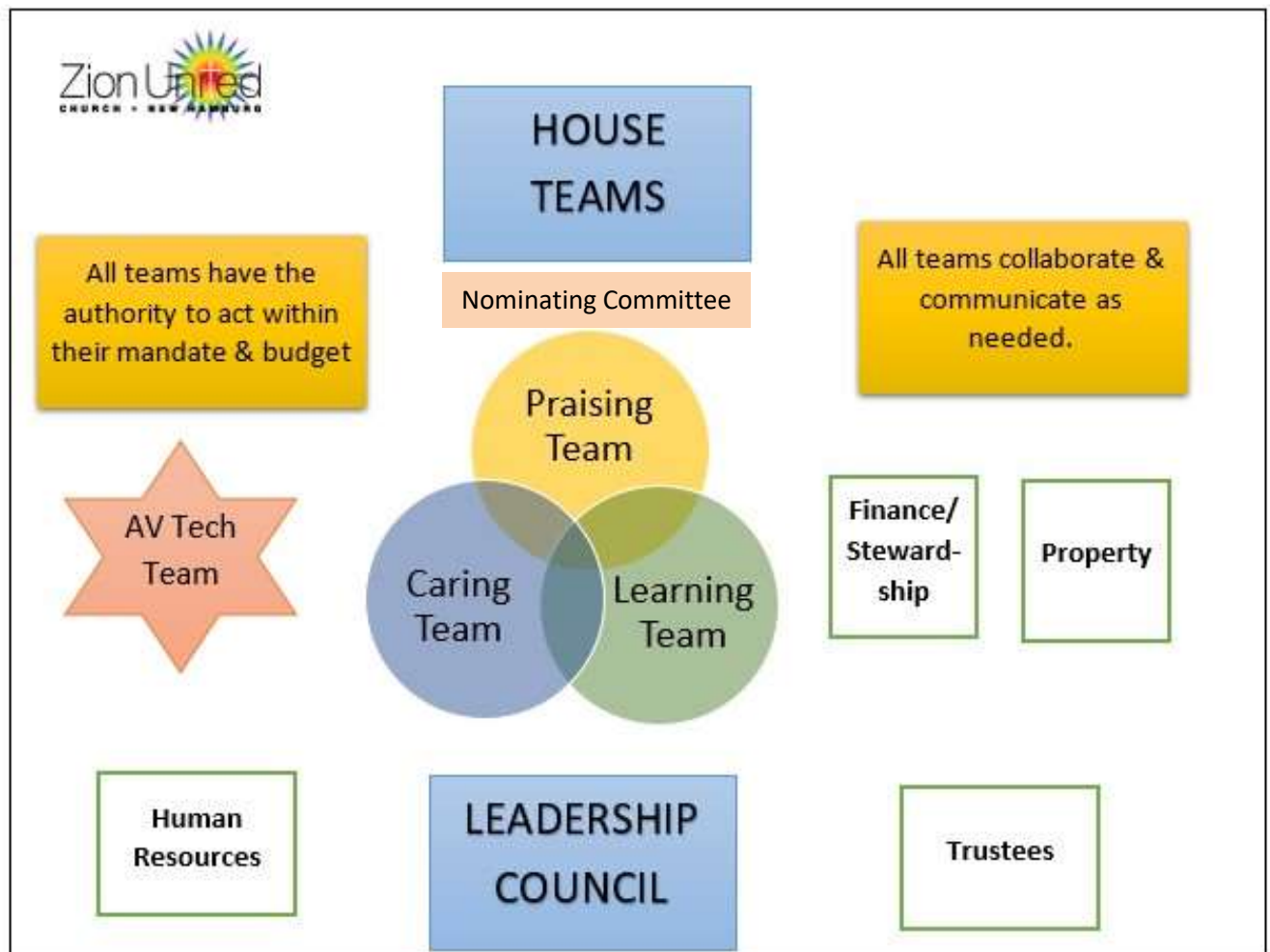
Introduction

Leadership Council recommends that Zion United Church Community of Faith adopt this document which outlines proposed revisions to the governance model adopted and approved by Zion United Church in September 2019. Regional Council has required the responsibilities of Leadership Council to have greater detail. The original governance model has been piloted and evaluated beginning September 2018 up to and including this revision, dated May 26, 2021.

The following Leadership Council governance structure is based on the Streamlined Board model referred to in the UC Manual 2019, By-laws B.7.1, 7.2, and Models of Board Governance (2010) pg. 11.

Basic principles of this model are:

- Separation of executive from operational functions.
- Introduction of a small executive.
- Empowerment of ground-level teams.
- Staff and teams have freedom and authority to act, guided by the congregation’s purpose and core values.



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THE LEADERSHIP COUNCIL

The Leadership Council will be the main governing and decision-making body of Zion, carrying out the business of the Congregation.

Composition

The Leadership Council will have seven voting members in accordance with the United Church of Canada's polity [UCM 2021: Bylaws B.7.2 & B.7.3.1]. In addition, the Minister will be an ex officio voting member of the Leadership Council. As required by the Manual, the Leadership Council will include among its seven members the following Officers: Chair, Treasurer, Secretary and Western Ontario Waterways Regional Council (WOW) representative [UCM 2021: Bylaws B.7.6]. The Leadership Council will also include a Trustee Representative. Except for chair of Human Resources Team, standing team chairs cannot serve on the Leadership Council.

The Leadership Council will:

- Set vision, direction and priorities by identifying action areas and recommending financial and other resources to support them. The Leadership Council will do so in dialogue with all members of the Zion community
- Receive and amend as necessary the annual budget and recommend it for acceptance at the Annual Meeting
- Coordinate, monitor and represent the activity and actions of teams and other working groups, to ensure that the strategic direction and priorities are pursued to meet the congregational mission
- Leadership Council members will serve as liaisons to Teams
- Liaison assignments will be decided by consensus within the Leadership Council
- Liaisons will not be required to stay with the same team for their entire term; on the contrary, periodic shifts in assignment may be beneficial and the Leadership Council will be encouraged to consider assignment changes
- Each of the liaisons will
 - Facilitate timely communication and coordination without requiring Team Chairs to attend Leadership Council meetings
 - Be responsible for attending the meetings of one team as a non-voting participant
 - All actions of the Leadership Council will be in compliance with the laws and practices of the United Church of Canada as outlined in The Manual

Members of the Leadership Council will be expected to maintain a consistently high level of commitment to their work throughout their term. [UCM 2021: Bylaws B.7.3.5]

The day-to-day work of the church is delegated to the Standing Team level; Leadership Council will not be obliged to approve proposed Standing Team actions unless those actions fall outside the current mandate of the Committee/Team or involve financial resources beyond those already allocated in the current annual budget. It should be noted that all staffing matters are the responsibility of the Human Resources Team only.

Duties of Officers

Chairperson of the Leadership Council (Chair)

- Preside over, preserve order in, call for the vote(s) in, and announce the decision(s) of Leadership Council meetings. The Chair shall vote only in case of a tie
- Prepare agendas for Leadership Council meetings in consultation with the Minister and such other laypersons, as necessary
- Assist the Minister, as requested, with some administrative duties including being available for consultation

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- Be available for consultation with any other church officer, team chairperson, or congregation member as requested
- Ensure that the lay interests of the Congregation are appropriately represented in the community

Vice-Chairperson of the Leadership Council (Vice-Chair)

- Assume the duties of the Chairperson in the absence of or on the request of the Chairperson
- Assist the Minister and Chairperson, as requested
- Be available for consultation with any church officer, team, chairperson or congregation member as requested
- The Vice-Chair will not be expected to automatically move into the Chair position when the latter position becomes vacant

Secretary of the Leadership Council

- Act as recording secretary at all Leadership Council meetings. The Secretary shall keep a record of all proceedings, conduct appropriate correspondence and preserve all necessary documents for/from each meeting
- Produce within the following week, the draft minutes from meetings of the Leadership Council and the Congregation
- Ensure that draft minutes are posted on Zion Website in a timely manner
- Ensure that draft minutes are replaced on Zion website with approved minutes in a timely manner
- Become fully aware of the requirements for the preservation and retention of necessary documents including minutes, correspondence and other written material
- Act as corresponding secretary for the Leadership Council

Church Treasurer

- Maintain the accounting records for all financial transactions of the church
- Disburse the monies of the church in keeping with the Annual Budget and as otherwise approved by the Leadership Council
- Present to the Congregation at its Annual Meeting a statement, reviewed by the appointed individuals, of receipts, expenditures, assets and liabilities
- Present an interim statement of accounts during the year as directed by the Leadership Council
- Be a member of the Finance Team
- Account for those Trust and Memorial funds under the administration of the Board of Trustees

Meetings

- Meet in September, November, January, March and May, or as needed, and
- Liaise electronically as necessary
- Representatives of Teams and other groups may attend a Leadership Council meeting to exchange information, ask for guidance, discuss a specific matter at the Leadership Council's request, or present a proposal for a project that is not feasible within the Committee's current budget
- To ensure effective communication with the congregation, an annual Fall Congregational Meeting (late September/early October) will be scheduled in addition to the Annual Meeting in February

Quorum

Meeting quorum will be at least five voting members, including the Chair or Designate. The quorum must also include the Minister, or a member of the Ordered Ministry, or pastoral charge supervisor as appointed by the

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Regional Council, or a person appointed by the Regional Council to attend the meeting. [UCM 2021: Bylaws B.7.7.4.b]

Agenda

The Chair will ensure that an agenda and supporting documents are produced and circulated for each meeting at least one week prior to each Leadership Council meeting.

Voting

Each member of the Leadership Council will have one vote. The Chair of the Leadership Council will only vote in the event of a tie. Decisions will usually be made by consensus. Voting (simple majority) will occur on request of any council member or on direction of the chair.

Minutes

Minutes will be kept for each meeting, including attendance. To support strong communications and ensure accountability, a signed paper copy will be stored in a fireproof vault. Copies of the approved minutes are made available to congregation.

Term of Office

Leadership Council members will be elected for a two -year term by the congregation at the Fall Congregational Meeting,

Election of Leadership Council members will take place on a staggered basis – two per year over a one-year cycle. Leadership Council members will serve no more than two consecutive two -year terms.

- This limitation will not apply to the position of Treasurer. The Treasurer will give at least one months' notice of intent to step down from the position

Members (no other portfolio)

1. Chair
2. Secretary
3. Treasurer
4. WOW Representative
5. Human Resources Chair
6. Member at Large
7. Trustee
8. Minister (ex officio)

AV Tech Team

Available to assist with technical issues for any Team, Committee, or Task Group.

Trustees

(BOARD OF TRUSTEES)

The Board of Trustees shall discharge such duties and exercise such powers as are set out in the Model Trust Deed. The Board of Trustees shall obey all lawful orders and directions respectively of the Leadership Council, the United Church Regional Council, and the United Church of Canada. [UCM 2021: Bylaws G.3]

G.2.2.1 General Rule All congregational property is held by the congregation's trustees. This includes land, buildings, funds and investments, and any other kind of property. The trustees hold the congregational property for the congregation as part of the United Church. They must comply with the United Church's requirements for

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trustees and congregational property.

G.2.3.3 (b) The governing body is responsible for directing the trustees to proceed with the transaction; c) the trustees are responsible for following the direction of the governing body and proceeding with the transaction.

G. 3.3.1 The congregation is responsible for appointing the trustees at a congregational meeting.

G.3.3.2 A majority of the trustees must be members of the United Church (and of the age of majority).

The activities of the Trustees are restricted and governed variously by public statute, the United Church's Trusts of Model Deed, and the lawful directions of the Official Board or Church Board or Church Council and of the other Courts of the United Church having jurisdiction (Trustees Handbook, page 11).

Responsibilities

- Finances other than the day-to-day expenses and operating account
- Liaise and work with Property and Finance/Stewardship
- Gifts, legacies, investments, property and liability insurance, payment of taxes, real and personal property
- Keep an up-to-date inventory of contents in a safe place off church premises showing replacement values
- Keep an up-to-date appraisal of real property, showing replacement cost for buildings and significant contents (such as an organ), in a safe place off church premises
- Liaise with Property to oversee maintenance and repairs (one Trustee sits on Property)
- Liaise with Finance/Stewardship (one Trustee sits on Finance/Stewardship)
- Review all applications for the use of any Church facility by church and non-church individuals and groups
- Decide whether each facility-use application is in keeping with the mission of our church while falling within acceptable guidelines of a faith-based organization
- Determine the fee that will be charged for use of any church facility
- Keep current a Leadership Council approved list of rental criteria and schedule of related fees
- Ensure that an updated list of rental facilities is readily available for reference by those planning other activities in the church
- Report regularly to the governing body
- Prepare a report for the annual meeting of the congregation. Such a report assists the congregation in its financial planning

The Trustees are responsible for:

(a) keeping records of all funds that are received and disbursed by them

(b) keeping records of all their meetings, which clearly indicate any decisions made at those meetings; and

(c) making those records available upon request to any of the following:

- a representative named by the governing body
- the member of the order of ministry who has been called or appointed to the pastoral charge
- the designated lay minister who has been recognized by the regional council and appointed to the pastoral charge
- the pastoral charge supervisor

Archives

- Oversee the maintenance of the Zion Archives
- Secure and document the historical records and artifacts of the church
- Prepare displays of archival material as needed

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- Send materials to the United Church Archives as required

Members

Five appointed at a congregational meeting.

The minister who is automatically a trustee because of their position (G.3.3.3).

Term

Three-year term, renewable once, then one year off

Property

Responsibilities

- Responsible for the proper maintenance of the church building, manse and grounds
- Maintain and/or coordinate the maintenance and repair work required to keep the facilities in a safe, strong, and aesthetically appealing condition while working within budget constraints and funds available
- Become familiar with the property handbook

Members

- Three appointed pursuant to the Nominating Process

Term

- Two-year term, renewable once, then one year off

Finance/Stewardship

Responsibilities

- Provide strategic and operational oversight of the physical and monetary assets and resources of Zion United
- Support the church Treasurer
- Facilitate the work being done by teams, committees and task groups
- Keep communications on financial matters up-to-date and timely
- Adhere to responsibilities as set out in the current UCC Manual (section G.4)
- Develop any financial plan(s) necessary to support Leadership Council goals and our Church's Mission Statement and ensure that they are up-to-date and viable. This would include the annual budget and a 5-year financial strategic plan
- Review all policies and procedures pertaining to the finances of the church. Ensure that these policies meet generally acceptable accounting practices and that there is an appropriate segregation of duties

Members

- Three appointed pursuant to the Nominating Process.
- Treasurer (ex officio)

Term

- Two-year term, renewable once, then one year off (except for the Treasurer)

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Human Resources

Mandate

To build positive, trusting relationships with ministry personnel and other paid leaders in the church. The team is a confidential, consultative body of people that supports the pastoral relationship through its supervisory functions. Paid staff members, those in the order of ministry, and immediate family members of any paid staff member shall not be members of this team.

Functions and Responsibilities

- Maintain proper and complete Employee files which include but are not limited to:
 - a copy of the employee's employment letter that gives start date, rate of pay, hours of work, vacation pay rate
 - annual reviews
 - all changes in hours of work and pay rates with effective dates
 - documented record of conflicts or poor job performance in case termination becomes an issue
 - all other documents related to their employment

Ensure that each paid staff member has a clear understanding of his/her responsibilities and authority within our church community

- Regularly review the working conditions and remuneration for all paid staff of the Pastoral Charge, and to make recommendations in this regard to the Leadership Council, confidentially, through the Human Resources Committee
- Consult with all paid staff members of the Pastoral Charge regarding their plans for continuing education and, where appropriate, to encourage them to pursue professional development opportunities
- Make any eligible staff aware of any time and monetary support available to pursue continuing education opportunities
- Carry out an annual evaluation and review of the effectiveness
- Regularly review/revise the position descriptions of all paid staff
- Maintain close contact with United Church Regional Council's Pastoral Relations Committee (UCM 2021 Bylaws B.7.8.5h)
- Receive from each settled or appointed ministry personnel, a current Vulnerable Persons (level 2) police record check*, not later than the completion of each six (6) year period of the Pastoral Charge. * Human Resources Team budget expense
- When a vacancy occurs, or a new position is created, with the exception of Called or Appointed Order of Ministry, the job description will be prepared and/or reviewed by the Human Resources Team and other relevant teams. It will then be submitted to the Leadership Council for approval
- Ensure that the appropriate procedures are followed in all recruitment processes: postings both internal and external, advertisement and/or the use of an agency as deemed suitable

Conduct and/or support the interviewing and hiring process

Members

- Five appointed pursuant to the Nominating Process

Term

- Two-year term, renewable once, then one year off

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Praising Team

Mandate

Provide varied opportunities for developing and maintaining a relationship with God and living as faithful Christians.

Functions and Responsibilities

- Invite guest speakers.
- Prepare sanctuary for special services.
- Ensure that an appropriate level of care and maintenance is provided for the organ, pianos and sound system.
- Music Ministry
- provide appropriate music for worship services and special services.
- Work in co-operation with and support of the Directors of Music for the provision of music including a choir during public worship.
- Liaise with ministry staff to provide dynamic public worship which is an appropriate reflection of Zion's Mission Statement.
- Oversee and liaise with the Minister on the development of policy and protocol regarding the order of worship, announcements, special services, the involvement of individuals or groups during worship and other activities which include a worship component.
- Liaise with the Minister to set communion/baptism/Special Sunday dates
- Annually review funeral/marriage/baptism policies and procedures.
- Budget for/maintain inventory of supplies for communion/baptism.
- Liaise with AV Tech Team regarding audio and sound operators for worship.

Membership:

- Total membership should include at least 6 individuals including one from the UCW.
- Music Directors shall be ex officio members.

Term

- Two-year term renewable once, then one year off.

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Caring Team

Mandate

A faith in action group promoting the aims and objectives of pastoral care, membership, fellowship and mission to engage members of the congregation in the wider mission of the church, both in our community and around the world.

Functions and Responsibilities

To engage members of the congregation in the wider mission of the church in our community through:

- Consultation with the Wilmot Family Resource Centre to identify support and outreach opportunities in the community
- Organization of, participation in, or offering support for church and community initiatives (i.e. Coldest Night of the Year Walk, Zion's Mitten Tree & White Gift Sundays, seasonal food drives, Zion's Food Pantry, Ecumenical Ministerial's Longest Night of the Year Service, WFRC's Christmas Hamper program and others)
- Sharing any concerns brought forward to the Caring Team with Leadership Council

To engage members of the congregation in the wider mission of the church around the world through:

- Educating the congregation about the mission and service involvements of the United Church of Canada (using Minutes for Missions videos available through the United Church/booklet, book guest speakers, etc.)
- Setting a congregational goal for M&S givings and encouraging the congregation to achieve that goal by holding fundraisers (such as the Lenten M&S Envelope fundraiser) and promoting the annual "Gifts With Vision" initiative.

To provide opportunities for individuals and the congregation as a whole to experience a sense of caring and belonging among congregants through:

- Taking responsibility for welcoming visitors/newcomers and connecting them with others
- Providing fellowship opportunities (i.e. host a special coffee hour, arrange potlucks, movie nights, outings when possible)
- Providing name tags for functions/services
- Send cards/gift cards to our post-secondary students
- Hosting Senior's Communion Luncheons
- Liaising with the minister to ensure that those in need are cared for (i.e. pass on any names of those whom we deem are in need physically or spiritually, offer to visit when appropriate, or organize a meal train)

Ensuring accurate collection of information and maintenance of church records through:

- Liaising with House Team Leaders periodically to verify any changes to email/contact number/ mailing address among their team
- Supporting Office Administrator with the maintenance of the Historic Roll
- Arranging a photo directory to be created, as determined by need

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- Bringing forward to the Leadership Council for recording in its minutes the names of any person wishing to become a full member of Zion United, either by Profession of Faith, Transfer of Membership, or Confirmation
- Ensuring an accurate tally of attendance for Sunday worship services is recorded during the months of October/November, as required by the United Church of Canada for completion of our Annual Statistics Report.

In addition to the above, the Caring Team is responsible for setting their yearly budget and providing the information to the Treasurer, and submitting information as requested by the Office Administrator for compiling Zion United's Annual Statistics Report as required by the United Church of Canada.

Learning Team

Mandate:

Seeks to help people live as disciples of Jesus at home, at work, in the community and in the world. We oversee opportunities for spiritual growth and development as all ages seek to deepen their faith.

Functions and Responsibilities:

Children's and Youth Ministry:

- support and work in co-operation with our CE / Youth coordinator for
- the provision of Sunday morning children's and youth programs
- support and encourage efforts to offer an exciting Youth Group program

Adult Ministry:

- support and encourage Adult Faith and Life Conversation group

Leadership Development:

- encourage and support congregation members who are willing to take on a leadership role in Christian education
- support Sunday School teachers, Youth leaders and CE / Youth coordinator

Library

- support the volunteers who assess the needs of our church library and maintain our resources

UCW

- support our UCW and assist where needed

Other Duties

- liaise with Praising Team concerning guest speakers
- suggest ideas for workshops and learning opportunities
- communicate our programs within and outside of church

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House Teams

- Zion Congregation is divided into house teams with an overall House Team Coordinator
- Each House Team has its own house team lead
- House teams attend an 'orientation' to become acquainted with responsibilities

Responsibilities

- Before service: Ensure bell is rung at beginning of worship service; Ensure candles are lit and lights are on at front of sanctuary; greeters, ushers, elevator operator
- During service: hymn sing, take up collection, lay readers, count and record people at service.
- Lighting candle (if not done by children)
- Assistant to sound and multi-media operators.
- After service: tidy sanctuary following service, collect completed pew cards and return to minister's mailbox, replenish pew cards, extinguish candles, lock windows, turn off lights, lock front door
- Provide coffee and conversation
- House Team Lead: communicate with house team members; check in on house team members; potential resource for the minister; consult and assist in pastoral matters; coordinate monthly House Team assignment roster
- See Zion Policy and Procedures Handbook and House Teams emails for specific detailed Sunday duties

Nominating Committee

The Nominating Committee will be constituted separately from the Leadership Council. It will be composed of three members. These three members will be nominated from the floor at the Annual Meeting.

- The Nominating Committee will meet at least once a year during the Nomination Process, to nominate candidates for the Leadership Council including specific nominations for the positions of Chair, Secretary, Treasurer, Trustee representative and UCW representative Trustees, United Church Regional Council Representative(s), and team members
- The full slate of nominees will be presented to the Congregation at the Fall Congregational Meeting
- The Nominating Committee will select a chair from amongst its members.
 - Should any member of the Nominating Committee be unable to complete their term on the committee, the Leadership Council shall have the authority to appoint a replacement member

Should a vacancy with respect to any Church Officer or Leadership Council position occur, then the Leadership Council shall have the authority to nominate and appoint a replacement. Such appointment shall be ratified at the next congregational Annual Meeting.

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