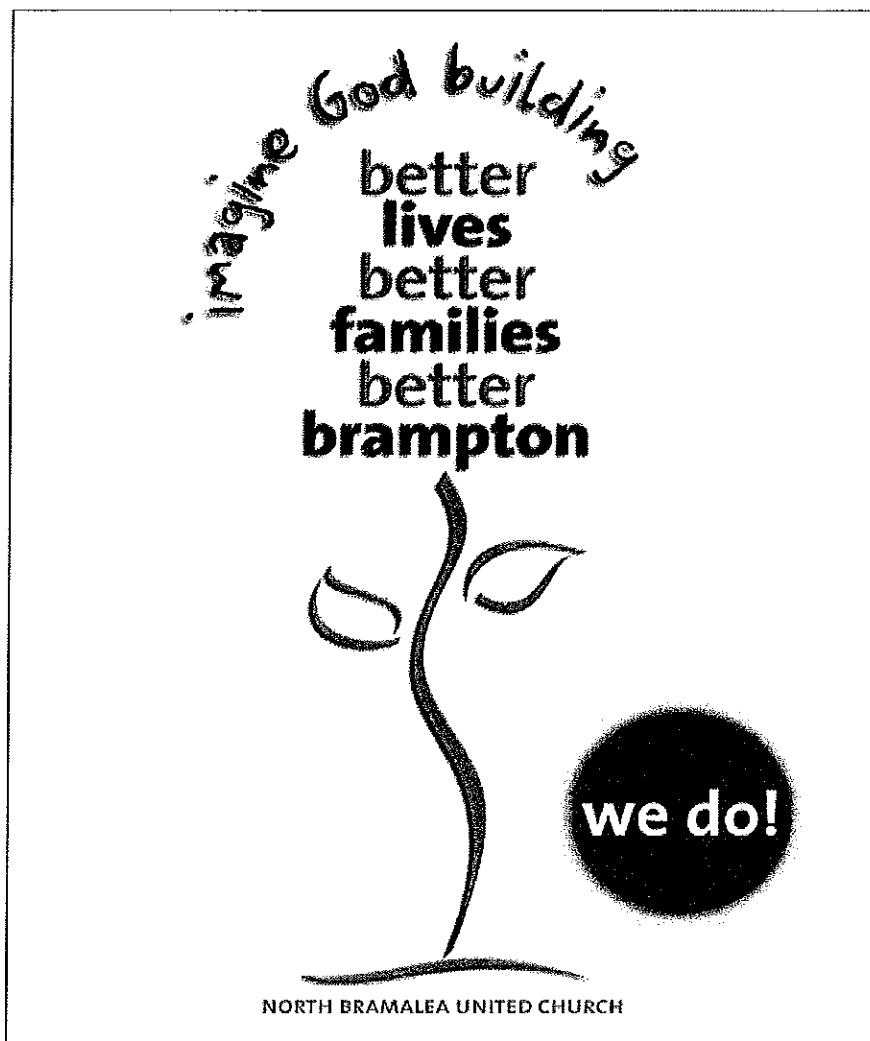


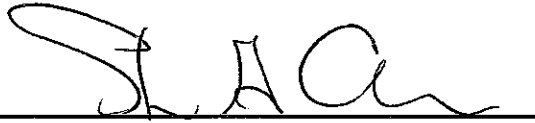
# North Bramalea United Church

## Constitution

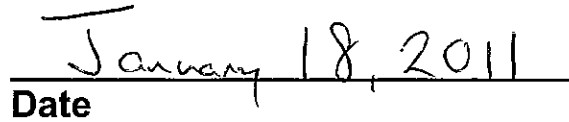


**Approved by the Congregation of North Bramalea United Church at a  
Congregational Meeting held January 9, 2011**

**On behalf of the NBUC Congregation**



**Steve Allin  
Chair, Ministry Council**

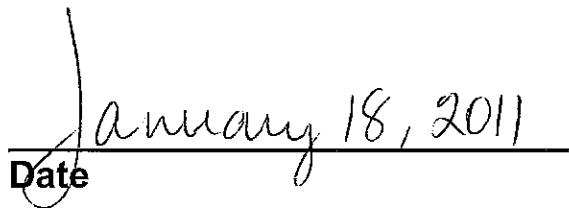


**Date**

**Witnessed by**



**Judy Buttivant  
Secretary, Ministry Council**



**Date**

# NORTH BRAMALEA UNITED CHURCH

363 Howden Boulevard  
Brampton, Ontario L6S 4L6

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# CONSTITUTION

## Article 1 - Name and Affiliation

North Bramalea United Church, also referred to herein as "NBUC", is presently located at 363 Howden Street, Brampton, Ontario, Canada, and operates under the legal authority of the *United Church of Canada Act*.

This Constitution shall be deemed to comply with the Manual of the United Church of Canada (UCC), its bylaws and regulations. Should the wording of any section of this Constitution in any way contravene or disagree in its intent with the regulations as set out by the UCC, the wording of the UCC Manual, bylaw or regulation shall take precedence.

*And Jesus came and spoke to them, saying, "All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Amen. ... Matthew 28:18-20*

## Article 2 - Who We Are

North Bramalea United Church was established as a mission in 1983 and constituted as a Congregation by Dufferin-Peel Presbytery of The United Church of Canada on September 25, 1983.

North Bramalea United Church is a modern and progressive, Christ-centred community, committed to Christian service, worship, education, witness and fellowship. We recognize that we exist in a world of constant change and innovation. Therefore, we choose to embrace change knowing that, by doing so, we will continue to grow and remain relevant to our members' lives, our community and our world. In doing so, we carry the traditions of our ancestors in faith with us into the future but do not rest on tradition. Instead we build upon it, committed to creating a church which honours its past, yet is equipped to continually evolve and to reach out beyond its physical boundaries.

### Our Purpose

***"North Bramalea United Church exists to enable everyday people to grow in The Way of Jesus and to follow the living God out into the community."***

### Our Vision

***"Imagine God building better lives, better families, and a better Brampton. We do."***

We live this vision through our values. To that end we believe that:

- All of our ministries need to have an inner and an outer direction; inward to ourselves as a community of believers and outward to our neighbours.
- NBUC wants to be a church that reflects the diversity of Brampton.
- Leadership development will be part of all of our ministries.
- Our space will be used to embody the vision: to welcome people into a life-transforming encounter with God and to follow God out into the community.

## Article 3 - Governance Structure

*See Appendix 1 for the governance structure in chart form.*

### 3.1 The Congregation

North Bramalea United Church is a Pastoral Charge consisting of one congregation, which is the basic unit of organization and mission in the United Church of Canada (referred to herein as the "UCC"). The congregational meeting of the pastoral charge is the final authority for matters pertaining to the life and mission of the congregation. As such, it has both deliberative and decision making powers.

### 3.2 The Board

*"So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ as well as a partaker in the glory that is to be revealed. Tend the flock of God that is your charge, not by constraint but willingly, not for shameful gain but eagerly, not as domineering over those in your charge but being examples to the flock" ... I Peter 5:1-3*

The Board, and the structure adopted for its organization and operation, as enumerated in this Constitution, shall be authorized by the Congregation. Said authority notwithstanding, it shall also comply with all requirements of the United Church Manual, as amended, as well as other courts of the UCC.

The Board shall act as the primary inspirational and visionary group within the church. It is responsible through its Board of Trustees for all matters pertaining to the documents of legal organization and incorporation, including church property, risk management, and physical and financial affairs of the church. In doing so, it shall function in a transparent and communicative manner.

*n.b. The authority to form and name a church board may be found in the United Church Manual Ver. 2010, Section 279.*

#### 3.2.1 Responsibilities of the Board shall include;

- a) Strategic long range planning and oversight of all church programs and policies, ensuring that its deliberations are in alignment with church visioning and mission strategies, and that established goals are met in a timely, spiritual manner.
- b) The fostering of spiritual leadership through ministries and faith-based community activities that reinforce our dedication to Christ.
- c) Development and maintenance of policy dealing with the church and its administration.
- d) Assurance that adequate church records are maintained.
- e) Providing support to ministry and personnel through the Ministry & Personnel team.

- f) Making timely reports to the Congregation and the United Church of Canada (UCC) as required.
- g) Being forever mindful of the fact they function in a dual role; one of developing church direction and the other of inspiring spiritual awareness.
- h) The five (5) administrative functions of congregational life:
  - policy development and accountability,
  - ministry and personnel support,
  - spiritual leadership,
  - stewardship of facilities, property and current finances, and
  - assuring proper management and trusteeship of property and investments through its Board of Trustees.

### **3.2.2 Membership of the Board**

The Board is formed by the election of its Chair from the Congregation and the election of five (5) members at-large from the congregation. Its membership shall also include all current Order of Ministry staff. These members will be eligible to exercise a single vote on issues placed before the Board. (For election procedures see A3.2)

The Lay Presbytery Representative(s), the Chair of the Ministry and Personnel team and the Chair of the Finance team will be Corresponding members.\*

Those eligible for election to the Board shall be Members or Adherents of, and attend worship services regularly at, NBUC. They should be able to demonstrate they possess spiritual gifts applicable to this area of service, including the gift of Leadership. Also;

- a) The Board may stipulate specific groups, teams or ministries within the church, who in its determination, would best serve as reporting directly to the Board.
- b) The Board may, in its discretion, appoint other members to the Board. However, such members shall be referred to as Corresponding members and, as such, may not vote on any matter before the Board.
- c) While not all groups will continue to serve ad infinitum, the Board shall ensure that the Congregation has in place at all times;
  - i. a functioning Ministry and Personnel team for personnel support, administration and leadership development;
  - ii. a functioning Finance team responsible for the administration of the financial resources of the church,
  - iii. a Board of Trustees to provide accountability and oversight of property and investments on behalf of the church, and
  - iv. at least one Presbytery Representative.

*\* Corresponding members do not normally attend meeting and do not have a vote, but do receive copies of minutes, presentations and associated documentation.*

### **3.2.3 Appointment of Secretary**

A recording secretary shall be appointed by the Board Chair prior to the inaugural meeting of the Board. This is a non-voting position.

### **3.2.4 Nominations**

Each year, the Board will establish a Nominations and Discernment Committee whose responsibility it will be to seek out qualified nominees for the following positions when vacant or coming vacant at the next annual congregational meeting; Board Chair and Members-at-large, Lay Presbytery Representative(s), Board of Trustees, Chair of Ministry and Personnel Team, and Chair of the Finance Team. The appointment of said Committee will take place at least sixty (60) days in advance of the annual congregational meeting.

## **3.3 Senior Management Group (SMG)**

The Senior Management Group, referred to herein as the "SMG", is appointed by the Board. The membership of the SMG shall consist of, at minimum, the Chair of the Board, all current Order of Ministry staff, and the Executive Officer\*.

*\* Whenever this position is officially filled*

### **3.3.1 Responsibilities**

The Senior Management Group is tasked with the daily, ongoing administration of church operations, including;

- a) Ongoing stewardship of all facilities, property and finances; providing the means for spiritual leadership in terms of worship, membership, outreach, along with pastoral care and Christian education.
- b) Church records are maintained in a timely and accurate manner.
- c) Organizational and leadership needs, as determined by the Board, are met.

Vision and Policy matters will be referred to the Board.

### **3.3.2 Chair of the Senior Management Group**

The Chair of the Senior Management Group shall be elected from within its own membership.

### **3.3.3 Corresponding Members**

The SMG may appoint other members of the NBUC congregation to serve in a Corresponding capacity. Corresponding members may not vote on any matters before the SMG.

## **3.4 Ministry Forum**

*"Put God in charge of your work, then what you've planned will take place" ... Proverbs 16:3*

The primary function of the Ministry Forum is to establish and maintain regular communications between teams, groups, committees, ministries, key individual contributors, the Senior Management Group and Board, in support of the Vision and Purpose of NBUC. This will involve two way communications that offers transparency and opportunities for feedback and input from Ministry Forum attendees. There should be a sense of growth and inspiration as together we own the mission of Jesus as led to live it at NBUC.

The Ministry Forum is to provide planning and coordination for the ongoing development and administration of tasks assigned to these groups and their leaders. It is comprised of the appointed leaders for each group of administrative or ministry teams, as well as key individual contributor roles that have been recognized by the SMG.

While each leader of a recognized ministry or administrative team is a Corresponding member of the SMG, where it is considered fair and efficient, teams of similar or compatible function may be represented on the SMG by one leader whose duty would be to report regularly on current happenings to all groups within his/her purview.

Operational policies, including the establishment or dissolution of any ministry or administrative team or group that is a member of the SMG, is set forth in the Regulations appending the Constitution.

### **3.4.1 Teams, Ministries & Groups**

*"With all this going for us, my dear, dear friends, stand your ground. And don't hold back. Throw yourselves into the work of the Master, confident that nothing you do for him is a waste of time and effort" ...1 Corinthians 15:58*

All Ministry Forum Team leaders are appointed by the Senior Management Group. As such, responsibility for their operation becomes a function of the SMG and they shall be governed by the operational policies as set forth by the SMG.

Each team is responsible to the SMG for its development, recruitment of team members and administration of assigned budget. Teams and Ministries comprising the Ministry Forum will be listed in the minutes of the Senior Management Group meetings.

## **Article 4 - Church Membership**

Those who have been received into full Church Membership through baptism and reaffirmation of faith at NBUC are entitled to vote on all church matters and may enjoy all church privileges. They are listed on the Church Historic Roll and are known to attend church on a reasonably\*\* regular basis.

Being received into Membership in the congregation of North Bramalea United Church assumes the proposed member is one who has attended services regularly over a reasonable period of time. Through that period they will have confirmed their belief in Jesus Christ, demonstrated their faith in God, and affirmed their support of the NBUC congregation.

Membership may also be conferred through transfer of membership from a recognized Christian congregation and affirmation of their support for the NBUC congregation. Membership is formally confirmed by a member of the Order of Ministry staff.

Those who are considered regular attendees at NBUC but have not been confirmed as Historic Roll Members are referred to in the UCC Manual as "Adherents". For voting eligibility, please refer to Section A4.1 in the attached Regulations.

*\*\* To be determined in policy*

## **Article 5 - Conducting Church Affairs**

### **5.1 Congregational Meetings**

Authority for Church Governance is vested in its Congregational Meeting which, subject to the provisions of the United Church Manual and deliberations of the Presbytery, exerts the right to control of its affairs.

There must be at least one (1) congregational meeting held during the first 60 days of each calendar year. Notice of the meeting will be given to all congregational members at least thirty (30) days in advance. All motions should be in the hands of the Board Secretary at least fourteen (14) days prior to the meeting. With the exception of motions to amend the NBUC Constitution, all motions on the agenda may be passed with a simple majority, fifty percent plus one (50%+1) of those present in favour. For motions to pass an amendment to the Constitution, please see Article 8.

#### **5.1.1 Board of Trustees**

The Board of Trustees consists of not less than three (3), nor more than fifteen (15) members, including a member of the Order of Ministry staff. This committee is entrusted to represent the church in any legal matter requiring commitment of church resources. This may involve any contract within which the church has agreed through due process to commit itself. The Board is responsible for the appointment of trustees. The Board of Trustees reports through the Board to the Congregation.

### **5.1.2 Order of Ministry Staff (Ministers)**

All United Church Order of Ministry staff persons are members of the United Church Presbytery in which the church is located. They are therefore guided in their work and ministry by the policy and deliberations of the Presbytery and by the United Church Manual.

Locally, the duties of Order of Ministry staff are guided by the deliberations of the lay administration of the church. In our case, this is the NBUC Board.

### **5.1.3 Church Finances**

The total mission of the church encompasses the financial support of many different church-related activities and their related operation. At the same time, it involves the financial support of Order of Ministry and lay staff, and the cost of operating the physical plant where we all come together to worship as a Christian congregation.

Financing of the church operations may come from any person or source with the understanding that said funds will be used for the operations of the church and/or church growth as established by the Congregation through the Board. Donors may direct a portion of the donation to a Restricted fund within the church, to the Mission and Service Fund or other recognized United Church of Canada Funds.

## **Article 6 - Conflict Resolution**

The resolution of conflict shall be given priority, and will be addressed in accordance with regulation A5.0.1 and consistent with the UCC Manual.

## **Article 7 - Disbanding**

Should it be so directed by the United Church Presbytery or by majority vote of the congregation's membership at a congregational meeting held to determine this issue, NBUC will disband itself per the options listed in the UCC Manual.

## **Article 8 - Adoption and Amendments**

The Constitution, for purposes of amendment under Article 8, shall be deemed to be an exclusive document. Any attachment or appendix referred to in this Constitution shall be deemed to be separate documents and not subject to the amending procedure as set forth in Article 8.

This Constitution may be amended at any duly called congregational meeting. The congregation shall be provided at least thirty (30) days' notice of a motion to amend the Constitution.

A motion to amend the Constitution may be made and seconded only by a member who is known to attend services at NBUC and is listed on the Church Historic Roll. The motion to amend the Constitution shall stand as proposed and may not be amended in any way at the Congregational meeting. In order to pass the proposed motion of amendment, a two thirds (2/3rds) majority vote of those members eligible to vote, and that are present at the time of the vote being taken, will be required.

*The procedure for Congregational meetings is set out in section A4 of the attached Regulations.*

## **Article 9 - Limitation of Liability**

No officer or Trustee of the church shall be liable for any act or failure to act by any other officer or Trustee of the Church or by any employee of the Church. No officer or Trustee of the Church shall be liable for:

- a) any loss arising from any fault in the title to any property acquired by the Church.
- b) any loss arising from any fault in any security in which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any person to whom the Church might entrust any of its property.
- c) any loss due to error of judgment or oversight on his/her part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her office, unless this loss arises from the officer's own wilful neglect or fraudulent or criminal actions.

**Indemnity** – The church shall protect every officer and Trustee of the church against all costs arising in relation to his/her relations with the Church, unless they are caused by his/her own wilful neglect or fraudulent or criminal actions.

## **Article 10 – Regulations**

This Constitution shall also incorporate a section referred to as "Regulations". These regulations will set out the manner in which the sections contained therein shall be administered.

The Regulations may be amended at any Board meeting where a quorum exists, provided advance notice of the proposed amendment(s) has been made at the two previous, most recent official meetings of the Board, or sixty (60) days, whichever is the longer period.

# REGULATIONS

## Appending the Constitution of North Bramalea United Church (prop. 2011)

### Section

#### ***A3.0 Regulations and Governance***

These regulations shall be deemed to form an irrevocable attachment to the 2011 Constitution of North Bramalea United Church.

##### **A3.0.1 Amendment**

These regulations may be amended at any Board meeting where a quorum exists, provided advance notice of the proposed amendment(s) has been made at the two previous, most recent official meetings of Board, or sixty (60) days, whichever is the longer period.

#### ***A3.1 The Congregation***

The congregational meeting of the pastoral charge is the final authority for matters pertaining to the life and mission of the congregation. As such, it has both deliberative and decision making powers. For meeting procedures please see Section A4.

1. **Minutes of Meetings** – The congregation shall require a copy of the minutes from meetings of both the Board and the Senior Management Group to be posted prominently in the church no later than fourteen (14) days following their approval.
2. **Confidentiality** - Minutes of meetings shall not contain any more information than is necessary to record the pertinent and necessary facts of the deliberations of the meeting and the result of those deliberations.
3. **Membership** - The Congregation supports the active recruitment of members to the Historic Roll of NBUC Membership.

#### ***A3.2 The Board***

##### **A3.2.1 Membership**

Board membership is explained in Article 3.2 of the Constitution. In order to qualify for election to Board, Lay delegates must be Members or Adherents, have established regular attendance at worship at NBUC, and possess spiritual gifts applicable to this

area of service as well as the gift of Leadership. Board membership also includes all Order of Ministry personnel currently settled at, or Called to, NBUC.

### **A3.2.2 Election of Chair**

As required by the UCC Manual, the Chair of Board shall be identified separately, and elected as such by the Congregation. The Chair shall preside over the Board at all meetings. In the event the Chair is not available, the Vice Chair shall assume the duties of the Chair.

### **A3.2.3 Elections for five (5) members to the Board**

Beginning in the year the Constitution is inaugurated, an election will be held for two (2) members to the Board for a two (2) year term and three (3) for a 1 year term. This may be at a regularly scheduled or a Congregational meeting that has been specially called for this purpose by the Chair of the Board. In the following year, at the regularly scheduled Congregational meeting, an election will be held for three (3) more members to the Board.

In the event an elected member, not including the Chair, is not available to complete their term, the Board may appoint a qualified Member or Adherent to fill the vacancy until the next duly called Congregational Meeting. At that time an election shall be held to fill the unexpired term of the vacating member. If an elected position remains open following conclusion of the regularly scheduled election, the Board may appoint a member of the congregation to fill the position temporarily until the next scheduled election.

*N.B. Staggering the terms of members provides a more reliable continuum of the work and processes being carried out by the Board, thereby reducing the amount of time required to orient new members.*

### **A3.2.4 Absence of the Chair**

Should there be an absence of the Chair for longer than three (3) consecutive months, or the Chair has missed three (3) meetings or more in a consecutive six (6) month period, the Vice Chair shall introduce a motion to suspend the elected Chair and advise the congregation accordingly by the most direct means.

On successful passage of a motion to suspend the elected Chair, the Vice Chair will assume the duties and responsibilities of the Chair as Chair Pro Tem. A Vice Chair will then be appointed by the Board per Section A3.2.6. The Chair Pro Tem will serve until the next duly called Congregational meeting. At that time the Congregation will be called upon to elect a new Chair of the Board.

### **A3.2.5 Term of Office**

The elected term for each member is two (2) years. All elected members of the Board, including the Chair, may serve up to, but not more than, two (2) consecutive elected terms.

### **A3.2.6 Appointment of Vice Chair**

Vice Chair of the Board shall be selected by the Board from within its elected membership. In the event the Chair is not available, the Vice Chair shall assume the duties of the Chair. The Congregation shall be notified via the Church Bulletin at the church service next-following the meeting that a Vice Chair has been appointed. The Vice Chair shall serve at the pleasure of the Board.

### **A3.2.7 Notice of Board Meeting**

The Board should be informed of a meeting by issuance of a Notice of Meeting, distributed by the Chair, at least seven (7) days prior to the proposed meeting date. A final Agenda for that meeting should be provided no later than forty eight (48) hours prior to that meeting. The Agenda may be amended by the Chair to include more business items at any time prior to the meeting being called to order. The Board will normally meet seven (7) to ten (10) times per year.

### **A3.2.8 Minutes of the Meeting**

The Secretary shall follow the procedure as set forth in Section **A3.1**.

### **A3.2.9 Resignation/Removal of members**

Members of the Board may resign their post by notifying the Board Chair in writing that they no longer wish to serve in this capacity.

Regarding instances of dereliction of duty by a Board member, where said member may have been suspended pending the outcome of an enquiry into such a matter, should the enquiry not prove conclusively of any serious wrongdoing, that member may apply, in writing, to be reinstated. On receipt of such an application, the Board shall, within thirty (30) days of receipt, render its decision as to reinstatement of the member. However, as a result of a majority vote of the remaining members of the Board, should they not find in favour of reinstating the member, the Board will recommend to the Congregation that the member be removed from elected office.

### **A3.2.10 Quorum**

A quorum of The Board exists when there is a simple majority of sitting members present.

## **A3.2.11 Groups and Positions Reporting Directly to the Board**

### **a) Finance Team**

This team is formed to act as a resource to the Board. It will assist as necessary in the study of all financial affairs of the church including the management of financial assets, liabilities and disbursements and may assist the Treasurer in the preparation of an annual budget for the church. All members of the team must be confirmed by the Board. The Chair is appointed for a two (2) year term, with the option of a second two (2) year term at the request of the Board.

### **b) Ministry & Personnel Team**

The Ministry and Personnel (M&P) team is governed by the policies, as set out in the United Church Manual and by the local policies as established by the Board, in that order.

All members of the M&P team shall be Members or Adherents of NBUC.

Prior to appointment, nominees to serve on the M&P team will be presented to the Board by the Chair of M&P for confirmation. If for any reason a proposed member is not confirmed, the M&P Chair will be asked to nominate another candidate.

The Chair of M&P is appointed for a two (2) year term, with the option of a second two (2) year term at the request of the Board.

### **c) Presbytery Representative**

The Presbytery Representative contributes to the work of Presbytery. In carrying out this role the Presbytery Representative is to discern the Spirit and Call of God and to vote on issues according to that discernment. They shall keep aware of the will of the Board and the Congregation. They will report forthwith all pertinent deliberations of Presbytery to the Board as they affect NBUC.

The Presbytery Representative is appointed by the Board and sits as a Corresponding member of the Board.

The term for Presbytery Representative is two (2) years and may be renewed for second two (2) year term at the request of the Board.

*N.B. The number of representatives NBUC may send to Presbytery is determined by the Presbytery and reflects the number of members of the Congregation.*

### **d) Nominations and Discernment Committee**

The Nominations and Discernment Committee will be comprised of three (3) to five (5) members including, as a minimum, two (2) Board Members-at-large and one (1) member of Ordered Ministry staff.

For the positions of Presbytery Representative(s), Board of Trustees, Chair of Ministry and Personnel Team and Chair of the Finance Team, the Nominations and Discernment Committee will seek qualified candidates and prepare recommendations for approval by the Board.

For the positions of Board Chair and Members-at-large, the Nominations and Discernment Committee will communicate to the congregation in November of each year the essential qualifications for these positions, providing thirty (30) days for the nomination of potential candidates. Upon receipt of nominations of potential candidates, the committee will seek to discern that each nominee possesses the qualifications, as per those defined for the nominated position. In the following January, the Nominations and Discernment Committee will provide Notice to the congregation of the qualified nominee(s). Only those nominees considered by the Nominations and Discernment Committee to have met the minimum qualifications for the nominated position will be communicated to the congregation as bona fide candidates.

Members and Adherents of the congregation will have thirty (30) days from the date of Notice to express any concerns about the candidates to the candidates themselves or to any member of the Nominations and Discernment Committee.

Any member of the congregation wishing to express a concern over the candidacy of any member for the position of Chair or Member-at-Large should first go to the candidate in question and seek to resolve the concern. If the concern cannot be resolved at that level, the member may make a formal notice of concern to the Nominations and Discernment Committee. A report of their findings will be issued to both the candidate and the concerned member within fifteen (15) days of submission date.

Should the committee's findings call into question the candidate's eligibility to run for office, that candidate will be asked to re-apply as a nominee and undergo the original process with the aforementioned concern in place as a matter for consideration in the nominee's application.

### ***A3.3 Senior Management Group (SMG)***

The function of the Senior Management Group, referred to herein as "the SMG" is to provide daily, operational and administrative support for the church.

The SMG shall provide administration and leadership support to the Ministry Forum. All groups formed of the Congregation and who make use of the church facilities or its resources are accountable throughout the life of the group to the SMG.

The SMG shall meet no less than twice in every month.

The Chair of the SMG will be appointed from the membership of the Group.

The SMG shall take minutes of the proceeding at all regular meetings, with a copy of said minutes placed on file as soon as practicable with the Secretary of the Board.

Minutes of the Senior Management Group meetings shall conform to Section A3.1.1 and A3.1.2 of the Regulations.

### **A3.4 Ministry Forum - Membership and Operation**

The Ministry Forum is a session that is called to establish and maintain regular communications between teams, groups, committees, ministries, key individual contributors, and the Senior Management Group, in support of the Vision and Purpose of NBUC. The Senior Management Group determines the teams, groups, committees, ministries and individual contributors which comprise the Ministry Forum. The SMG will name the Chair of Ministry Forum meetings.

#### **A3.4.1 Confirmation of a Team or Key Individual Contributors**

The function and leadership of all formal teams, groups, committees and ministries as well as key individual contributor roles that function on behalf of NBUC, excluding those which are confirmed by the Board, shall be confirmed by the Senior Management Group or a group to which the SMG has delegated this responsibility.

#### **A3.4.2 Team Leaders and Key Individual Contributors**

Team Leaders are appointed by the SMG or a group to which the SMG has delegated this responsibility. All Leaders and Key individual contributors, as delegates to the Ministry Forum, must have established regular attendance at worship at NBUC. In addition to the gift of leadership, they should possess spiritual gifts applicable to the area of service for which they are being appointed. Said leader is invited to represent that group as a Corresponding member of the SMG.

#### **A3.4.3 Term of Office**

The term for each Leader or Key Individual Contributor is two (2) years. A Ministry Forum appointee may not serve more than two (2) consecutive terms. However, the SMG may, for good reason, and with the concurrence of the Board, extend the tenure of any appointee for a third term.

#### **A3.4.4 Notice of Meeting**

The Ministry Forum shall meet no less than three (3) times annually. All members will be informed of a meeting by issuance of a proposed Agenda, distributed by the Chair, at least seven (7) days prior to the proposed meeting date. A final Agenda for that meeting will be posted no later than forty eight (48) hours prior to the meeting. The Agenda may be amended by the Chair to include more items at any time prior to the meeting being called to order. The SMG may invite others where relevant and appropriate.

### **A3.4.5 Team Leader Vacancies**

In the event of a vacancy on the Ministry Forum, the SMG will request that the group affected present a qualified member to fill the vacancy. If a new leader is not presented within thirty (30) days, the SMG may appoint a leader for the balance of the leader's term.

### **A3.4.6 Resignation/Removal of Members**

A Team Leader intending to resign their post shall notify the Chair of the SMG of their intention to do so. The reason for leaving may or may not be divulged to the Chair. However, said reason, if communicated to the Chair, will not be divulged unless compelled to do so.

Regarding instances of dereliction of duty on the part of a member of the Ministry Forum, unless there is mitigating information to contrary, the Chair of the SMG will revoke, in writing, that member's appointment to Ministry Forum. (Other remedies may be invoked per UCC Manual).

## **A3.5 Team Descriptions**

Operational responsibilities are set out in a Team Description for each team. For teams accountable to the SMG, the SMG will maintain the Team Description for each team. For teams accountable to the Board, the Board will maintain the Team Description. These Team Descriptions become the operational guidelines for that ministry, team, group or committee.

All team descriptions will be maintained as a consolidated set by the Senior Management Group.

## **A4.0 Congregational Activities**

The Board shall conduct a review of the Church Historic Roll in September of each year, the purpose of which is to ensure that it accurately enumerates all active members as at the date of review.

An NBUC Member or Adherent may make enquiries as to their status on the Church Historic Roll by contacting the NBUC Office Administrator. No enquiries about membership, other than regarding the person making the enquiry, will be accepted.

## **A4.1 Congregational Meeting and Voting Procedure**

- a) **Eligibility of NBUC List Members** (Adherents) to vote on specific issues will be decided by the Historic Roll Members, consistent with the UCC Manual.

- b) **Adherents** are those who are attached to the congregation and who contribute regularly to the life and work of the church but, by their choice, are not listed on the church Historic Roll. While Adherents may be invited by the Members to join in the voting pertaining to some issues affecting the life of the church, there are some issues on which only Members may vote, as defined by the UCC Manual.
- c) **Chair of the Meeting** - The meeting will be chaired by the Chair of the Board or a member of the Board designated by the Chair.
- d) **The Agenda** for Congregational Meetings shall be determined by the Board and shall include, but not be limited to, election of the Board and presentation of the annual financial report. Congregation members may request the Board to add agenda items by submitting additional agenda items to the Chair no later than thirty days prior to the meeting.
- e) **Procedure at the meeting will be guided by the Chair.** However, any point of order or procedure that cannot be agreed upon within a reasonable time (fifteen (15) minutes maximum for debate) shall be determined in Bourinot's Rules of Order.
- f) In order for a motion to be heard at a Congregational meeting, both the person proposing the motion and its seconder must be present at the meeting.
- g) **Voter Eligibility** - Excepting those issues determined by the Board to require the exclusive attention of Church Historical Roll Members, all Adherents who have been recorded on the Church Contact List for a reasonable length of time may vote on all other issues.
- h) **Motions Passed** - Unless stipulated otherwise in a motion presented at the meeting, all determinations passed shall have full force and effect as at the end of the meeting.
- i) **Voting Method** - All votes for elected positions shall be by secret ballot. All ballots collected in support of any secret ballot vote shall be counted by three (3) scrutineers, who have been approved for this role via a motion brought before the meeting attendees. These same individuals will ensure the ballots are destroyed immediately following the meeting adjournment.
- j) **Special Congregational Meeting** – In addition to the annual Congregational Meeting, a special Congregational Meeting may be called either by (a) a majority vote of the Board, or (b) a petition setting out the nature and purpose of the Special Congregational Meeting and signed by at least ten (10) Historic Roll Members.

#### **A4.1.2 Church Fund Raising**

While the bulk of church funds may come from weekly 'collection plate' proceeds, various groups within the church may initiate fund raising activities on their own, and in a manner consistent with the policies of the church and the guidance of the Senior Management Group.

- a) All fund raising done on NBUC premises or that which uses the NBUC name, and/or involves issuance of an NBUC charitable donations certificate, must have the written sanction of the Church issued by the Executive Officer, the Treasurer, or the Chair of the Senior Management Group. The following is also required:
  - i. A letter of intent outlining the purpose of the fund raising event; the proposed date and duration of the event, along with the facilities it will use and the NBUC resources it will consume.
  - ii. Proof of liability insurance, if required.
  - iii. For funds raised for NBUC, and/or involving issuance of an NBUC charitable donations certificate, an accounting of the proceeds of the event and the disposition of the funds must be submitted to the Treasurer within seven (7) days of the completion of the event.
- b) No person or group may, without prior consent from the Treasurer, direct the proceeds from any fund raising event wherein the name of NBUC has been used, or NBUC facilities have been used and NBUC is the benefactor or "cause"; or a NBUC Charitable Donations Certificate has been issued, into any other Bank account or financial instrument than that to which the NBUC Treasurer has direct access.
- c) All persons or groups who have held an ongoing fund raising event in the name of NBUC must file a final accounting of said event with the Treasurer by the end of the year in which the event was held.
- d) All persons or groups shall, unless waived by the Executive Officer or Treasurer, remit to the NBUC Treasurer by the end of the NBUC fiscal year, the net cash proceeds of all fund raising activities carried out during that calendar year by them wherein NBUC facilities were used, and/or there was issuance of a NBUC Charitable Donations Certificate.
- e) The regulation as set out above shall apply retroactively to all persons, groups or entities that are holding cash proceeds in the name of any NBUC-sanctioned group or event.

## **A5.0 Conflict Resolution**

### **A5.0.1 Member Conflict**

*"If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love." ...Matthew 18:15-17*

Whether it be conflict or a sin, the principles written in Matthew 18:15-17 are an excellent guide to resolution.

In all cases where simple explanation, discussion and understanding cannot be effected, the dispute should be documented at the level of its occurrence. For example, if one member of the congregation is in conflict with any other person or group in the church and the dispute cannot be resolved through discussion, the dispute will be documented and presented for direction at the Board by a member of the Board.

Should the dispute be within a ministry or administrative team, said dispute will be documented by the Chair of the Senior Management Group or his/her designate. Said Chairperson may then proceed to mediate the dispute. However a member of the SMG must also be present during the mediation. Should the dispute remain unresolved at that level, the dispute will be tabled for presentation to the Board. The decision of the Board regarding resolution of the conflict will be final.

### **A5.0.2 Order of Ministry Conflict - Procedures**

When there are conflicts or difficulties within the church that include conflicts between the Minister and member(s) of the Congregation; the Board and the Minister, or a petition signed by Members in good standing, the Board shall invite intervention by Presbytery Oversight Committee to resolve the conflict, where required by, and in accordance with, the UCC Manual.

### **A5.0.3 Conflict of Interest**

A Conflict of Interest can be said to exist whenever a member of the Church board or Church teams, ministries or groups Teams or Committees find themselves to be in a position where they, or members of their immediate family, stand to benefit in some material/concrete way from the decision being discussed or ratified.

It will be the responsibility of any individual who finds him/herself in a position of conflict of interest to identify such to the Chair of the Board, or to a member of the Order of Ministry staff.

In the event that a person involved in a conflict does not self-identify, it will be the responsibility of the Chair of the Board to name the conflict.

Once a conflict of interest has been named, it will be the responsibility of the individual involved to refrain from participating in any decision making process surrounding the matters in which he/she is in conflict. Normally this will imply absenting oneself from the meeting while the matter in question is being discussed.

## **APPENDICES**

The Appendices are considered to have the same status as the Regulations that are attached to this Constitution and may be revised in a manner consistent with the Section A3.0.1 of the Regulations.

### **APPENDIX 1**

### **Governance Organization Chart**

# APPENDIX 1

A graphical representation of the Church Organization Chart

