



CONSTITUTION OF MANOTICK UNITED CHURCH



Our Mission:
*We welcome all, who with God's help,
work to build a better world.*

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MANOTICK UNITED CHURCH CONSTITUTION

1.0 Preamble

- 1.1. Ministry has its source in God, the Creator and Redeemer, is most visible in the birth, death, and resurrection of Jesus Christ, and is empowered by the Holy Spirit.
- 1.2. Those who share a common life encounter with God in Christ enter into a covenant relationship with God and with one another. Together they seek to understand Jesus' life and ministry among them and to live out its implications by Christian stewardship of all gifts given by God, continually depending on grace and affirming one another.
- 1.3. This constitution seeks to liberate and to enable the people of God at Manotick United Church (MUC) to exercise their ministry in building up the body of Christ.
- 1.4. All aspects of church life are interrelated. Decisions taken by the Council or any Committee or any group automatically involve the others. All members of the council and members of the congregation need to be well informed about the workings within the church community and all need to work together creatively. In addition to overall responsibility for the well being of the congregation, specific members of the Council are also responsible for particular areas of church life. These responsibilities need to be clearly delineated.

2.0 The Congregation

- 2.1. The Congregation shall have a preeminent place in the Governance Structure. The Congregation shall be responsible for giving guidance to the Council and Church committees and the Congregation shall be responsible for making major decisions for the church such as: issuing a call to Ministry Personnel, approving annual budgets and or major unbudgeted expenditures.
- 2.2. At the Annual General Meeting (AGM) the minister shall open the meeting and call for the election of a Chair and a Secretary.
- 2.3. The Congregation at its annual meeting shall elect the Chairperson of the church Council and the members of the Council. The Nominating Committee shall at the annual meeting propose members to be elected to Council and the leadership positions they will occupy. Nominations may be received from the floor indicating the leadership's position for which they are being nominated.
- 2.4. In any meeting of the congregation for those entitled to vote, the lesser of twenty (20) persons and one-third (1/3) (United Church Manual, definition 1 (k)) establishes quorum.

3.0 The Church Council

The Council shall be the court of the church and shall carry out the responsibilities of the Official Board as prescribed in the United Church Manual.

3.1 Church Council Organization

- 3.1.1 Members of the Church Council are all called Elders, are elected by, and represent the congregation.
- 3.1.2. The Church Council shall manage the day-to-day operations of the church and consist of a maximum of fourteen (14) members plus ministry personnel
 - 3.1.2.1. A maximum of seven (7) voting members from the seven standing teams; Discipleship, Christian Outreach, Fellowship, Property, Stewardship, Worship and Music. The Past Chair and Chair Elect may attend as non-voting members.
 - 3.1.2.2. The Chair of Council,
 - 3.1.2.3. The Council Secretary,
 - 3.1.2.4. Chair of the Board of Trustees,
 - 3.1.2.5. Chair of Ministry & Personnel (M&P),
 - 3.1.2.6. The Lay Representative to Presbytery,
 - 3.1.2.7. The Treasurer,
 - 3.1.2.8. Members at Large as deemed appropriate,
 - 3.1.2.9. Ministry personnel, (non-voting)
 - 3.1.2.10. A staff member who serves as the minutes Secretary or Treasurer but is not a voting member of Council.

3.2 Church Council Membership

- 3.2.1. All members of council shall be voted into the leadership positions they will occupy on the Council by the Congregation of Manotick United Church in accordance with the procedures defined in defined in the United Church of Canada Manual. 2013. Section B 7.3 up to and including B7.3.6. Membership of the Governing Body.
 - 3.2.1.1. Be “members in full communion of Manotick United Church”,
 - 3.2.1.2. Not be a paid staff member (employee) of Manotick United Church,
 - 3.2.1.3. Except for Trustees, M&P Committee, and Presbytery Representative(s), Council members shall serve for a period of two years, with a possible second 2-year term in the same position;

- 3.2.1.4. Should the situation arise where there is no qualified nominee for a council position, council may authorize a council member to serve additional terms.
- 3.2.1.5. M&P Committee members, Presbytery Representative(s), and Trustees will serve for periods of 3-5 years as specified in subsequent parts of this constitution,
- 3.2.1.6. Normally Council members shall start their two-year term on March 1st of the year they were elected.
- 3.2.1.7. If a council member is absent from the meetings for a year without cause, he/she must be given written notice and the council may make a decision to remove him/her from Council.
- 3.2.1.8. Any member of the Congregation who is on Council may not be an employee of the Congregation.
- 3.2.1.9. If at the annual meeting there are insufficient team leaders and members at large elected to council, the council MAY elect team leaders and council members at large directly.

3.3 Other Elected Elders

3.3.2 M&P Committee

Members of the Ministry and Personnel Committee shall:

- 3.3.2.1. Be voted onto the M&P Committee by the congregation of Manotick United Church.
- 3.3.2.2. Be “members in full communion of Manotick United Church”,
- 3.3.2.3. Serve for a period of not less than three year and not normally more than five years.

3.3.3 Board of Trustees

Members of the Board of Trustees shall:

- 3.3.3.1. Be voted onto the Board of Trustees by the congregation of Manotick United Church,
- 3.3.3.2. Be “members in full communion of Manotick United Church”,
- 3.3.3.3. Serve for a period of not normally more than five years.

3.3.4 Presbytery Representation

MUC representative(s) to Presbytery, both primary and alternate, shall:

- 3.3.4.1. Be voted to represent MUC at Ottawa Presbytery by the congregation of Manotick United Church;
- 3.3.4.2. Be “members in full communion of Manotick United Church”.

3.3.5 Nominating Committee

Council shall strike the Nominating Committee at the November meeting each year to report to the ACM the following year.

- 3.3.5.1. Seek out nominations and propose the names of persons who are eligible, suitable and willing to serve on the Church Council or in other Elder positions as required,
- 3.3.5.2. Present a slate of individuals to serve as scrutinizers in the event a secret ballot is required at a congregational meeting,
- 3.3.5.5. Not include membership of any Ministry personnel.
- 3.3.5.6. May ask for input from Ministry Personnel.

4.0 Council Operations

- 4.1. The Council shall meet a minimum of five (5) times in the year: Sept., Nov., Jan., Mar., and May.
- 4.2. The Council may be convened by Ministry personnel or by the Chair on her/his own motion, or when requested by one-third of the members of Council, or when enjoined by a superior court whether by notice in the Church calendar or from the pulpit during public worship or by personal or written notice. There shall be at least two Sundays plus one day from the first notice to the meeting.
- 4.3. Special or emergency meetings of the Council may be called with notice given during worship on the Sunday preceding a meeting and that emergency meeting may be called on 24 hrs. notice if confirmed notice is given to all of the council members. Ministry personnel, or a representative appointed by Presbytery, must be present at all Council and Congregational meetings.
- 4.4. A quorum for a Manotick United Church Council Meeting shall be eight (8) voting members.
- 4.5. A simple majority shall be required for approval of decisions.
- 4.6. The Council Year shall start on March 1st. of each year.
- 4.7. The Pastoral Year shall end June 30th of each year.

- 4.8. The financial year shall end December 31 of each year.
- 4.9. The Council chair may express views and introduce business, but may only vote in the event of a tie and then only if she/he wishes.
- 4.10. Ministry personnel are continuing members of Council who do not vote and are not eligible for election as Council Chair.
- 4.11. The Council shall keep adequate records of proceedings in accordance with the United Church Manual.
- 4.12. A Congregational meeting must approve the terms of reference for the Council. Council may make recommendations for change.
- 4.13. In all matters pertaining to the life of the Congregation, The Manual of The United Church of Canada shall guide the Council and its teams.
- 4.14. Any time that a Congregational Meeting includes ADHERENTS for voting purposes, the definition of an Adherent is “a person who is attached to a Congregation, and who contributes regularly to its life and work while not being a member thereof.”
- 4.15. Descriptions of team duties are an appendix to this document. They may be revised as the needs of the congregation evolves and changes. The team descriptions should be updated bi-annually by Council.

5.0 Roles and Responsibilities

5.1 Council Chair

- 5.1.1 The duties of the Chair shall include: presiding at meetings, preserving order, managing Council meeting including taking vote, and announcing the decisions of the Council. The Chair may introduce items and may express personal views on any matter under discussion. However the Chair has a vote only in the event of a tie and will normally vote in such a way as to ensure discussion will be able to continue. The Chair of Council may also serve as Chair of the ACM if so elected by the congregation.

5.2 Council Secretary

A Council Secretary will be elected to sit on Council and shall:

- 5.2.1 Receive and control all incoming and outgoing council correspondence, and
- 5.2.2 Keep full and accurate minutes of the proceedings of all meetings as per the United Church of Canada Manual, 2013. Section B 7.6.2
- 5.2.3 Sign off on all Congregational and Council minutes.

5.3 Minutes Secretary

The minute's secretary shall:

- 5.3.1 Record items discussed, motions presented, decisions taken, and material presented at all meetings.
- 5.3.2 Not have a vote or input into the discussion.
- 5.3.3 When personnel issues are under discussion, such as reports from the Ministry and Personnel Committee, the minute secretary and/or minister may be asked to leave the meeting and the Council Secretary will keep a record of the action taken.
- 5.3.4 Maintain binders with all Congregational and Council minutes with original