

# **A Proposal for the Renewal of Governance Practices at Knox Metropolitan United Church, Regina Saskatchewan.**

## **A New Model and a Revised Constitution**

### **Preamble**

The J4 Review report of May 2023 calls for an Intentional Interim Ministry period of nominally 2 years. The report also is specific about a revisiting of Knox Met Governance practices among other things. A Governance Review is commonly considered an essential element of an Interim Ministry. This is a strategy that many congregations adopt and has been found highly effective when part of a broad array of changes adopted together, like that of an Interim Ministry.

The current structure served the congregation well for many years but similar to our United Church national structure it has met modern realities that it does not cope with as well as it used to. The Transition Team has examined the current structure both in its recent day-to-day workings and in its historical decisions and patterns of behaviour. We were particularly interested in understanding where and why difficulties and/or conflicts arose.

Virtually all the significant changes are in Section (5) of the Governance Document. The Board will be replaced with a Church Council and will be structured differently but the remainder of the Governance Document remains essentially the same.

### **The Rationale that Guided Development**

The primary aspects of congregational life that needed to be addressed were:

1. The Board's current structure has not been as helpful as was needed in recent years. The Knox-Met model is still common in the United Church. It is a model that was commonly recommended from the sixties until recently. In the case of Knox-Met it was found wanting during a period of lax leadership partly because of structural rigidity, declining membership and partly because of the inflexibility of some people involved; but also, because CRITICALLY it did not contain built in "Vessels of Purpose". A "Vessel of Purpose" is in other words, a node of responsibility that is formed with our primary Gospel Imperatives as part of their DNA. They are essentially organs in the Body of Christ and will be described later.

The current model relies upon the Ministry Leadership (clergy) to be the Leadership of the Ministry (congregation). Which means, congregational leadership was gradually delegated to a staff person. In this new model, Lay leadership is more able to develop and maintain self-sufficiency.

2. Structurally there was a choke point between the array of committees and the executive level. When this single linkage is not functioning well (for example when the minister is not able to pay attention to the administrative part of their responsibilities) a condition exists that leads to stagnation and a tendency to circumvent the system in order to get things done and this in turn leads to a tendency to develop a parallel informal network.
3. The former Board structure was a large inclusive body and tended to be cumbersome, unwieldy, and a sinkhole for energy. Its mandate had become unclear with time. It consumed too much volunteer time and concerned itself with trivia too often.
4. Christian Stewardship as a concept entails “Living out the Gospel Imperatives” and is foundational to Discipleship. It was absent much of the time from the collective consciousness of the congregation, and from ordinary congregational discourse and piety. It existed primarily in terms of fundraising.
5. Looking forward and thinking about Knox Met’s future and promoting fresh thinking and innovation and adaptation was, in practice, delegated to several obscure committees.
6. There was a need for the congregation to be the keeper of its own Vision and sense of Mission and take ownership of its own health in that regard. Previously this had been the presumed purview of “the minister”, which brought its own inconsistencies and lack of continuity.

### **The Proposed New Structure**

The new structure relies on representative governance. In this model we must put our trust in the Sector Representatives to advocate with the Council and to be an effective conduit in return.

One of the purposes of representative governance is to free the Council from the day-to-day responsibilities of operating the building, managing programming and involvement in committee work. In other words, they are shedding micro concerns so that they can dedicate themselves to the macro issues noted above in one through six.

We are proposing a governance model that has a Council that has 8 people on it, this is a reduction of 7 from the current model. It will be nimbler and decision-making will be

more widely disbursed. This is the governing body of the congregation and the place of origin of all policy.

Some of the more important changes are in the Principles and Responsibilities of the Council. The Council will be released from involvement in much of the day-to-day functioning of the congregation and will take on responsibility for most aspects of adapting to the future including planning. They will become the Keepers of the Vision, Mission, and Spiritual Flame. This includes Stewardship in its broadest sense.

The aspects of congregational life are divided into four sectors. Each sector is a gathering of activities and initiatives whose nature is related in some way. All the church work will happen in these four sectors. The sectors may choose to do the work as a whole or may subdivide into committees or teams; a **committee** is a group which works together towards on-going responsibilities and a **team** is a group that works together for short-term projects.

- The Faith Formation Sector is about our relationship with God.
- The Community Sector focuses on our place in the wider world.
- The Congregational Life is about nurturing our life together.
- The Infrastructure Sector nurtures our gifts and resources and means.

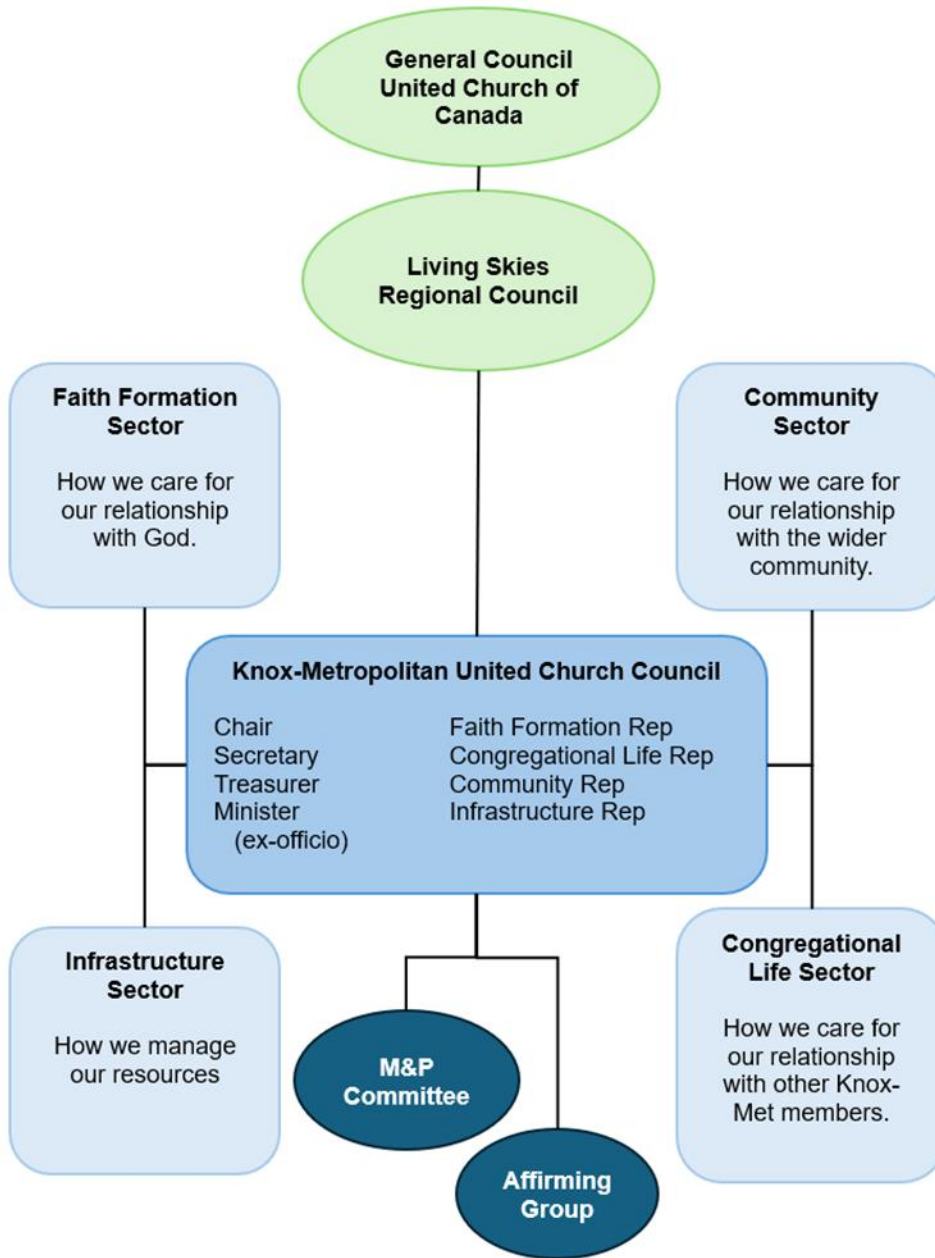
Each of these sectors has a single Representative on the Council. Within each of these sectors the committees or teams may be groupings similar to Knox-Mets' current committees. This layer is the one where most of the familiar day-to-day activity of the congregation goes on and will be very familiar territory. It will be up to the sectors and/or committees/teams to select the appropriate name for the work they do.

This layer will experience considerable empowerment. Committees/teams will have a great degree of flexibility in the way they operate. They will be accountable to the Council through their Sector Representative and will receive policy and direction from the Council through the Sector Representative but otherwise they will be free to pursue their part of the Sector's Mission. The number of committees or teams per sector can easily fluctuate by blending existing committees/teams or splitting committees/teams depending on workload and the availability of volunteers. There should no longer be the strange phenomenon of the committee of one or two. Team leaders or committee convenors will by definition not carry an administrative burden, nor will they be required to serve a second level of organization.

It is the Sector Representative that gives this model its improved capacity to be flexible, adaptable, and efficient. They are the ones who free all the mission team members from organizational concerns. They are the lubricant in the system.

The model as presented here is the governance structure in Beta form. It should be ready to be put into practice in late spring 2025 for a test of 12 months.

### PROPOSED GOVERNANCE STRUCTURE



## **PROPOSED SECTION 5 REPLACEMENT**

NOTE: the proposed model includes a Church Council and four Sectors; within each Sector are groups that may or may not form to do the work of the Sector. The groups outlined in this document are transitional as the congregation lives into how Knox-Met wants to govern its life and work. Therefore, the groupings as listed may not be permanent but will evolve over the next 12 months and settle into a structure that works for the volunteers in the sectors and the day-to-day operations of Knox-Met.

### **THE CHURCH COUNCIL** (Replaces the Board)

This model relies upon amalgamated representative governance: we put our trust in the Sector Representatives for the Faith Formation, Congregational Life, Community and Infrastructure Sectors to advocate with the Knox-Metropolitan United Church Council and to be an effective conduit in return.

#### **Principles**

The Council is chosen by the congregation to embody them institutionally. It therefore answers the same calling as the congregation as a part of the Body of Christ. It is the congregation in executive form and is equally focused on the Gospel imperatives.

The Council, when acting in its official capacity, represents the congregation and can be overruled by the congregation alone, by an official act at a Congregational Meeting.

The Council has three overriding principles that guide its day-to-day functioning.

- To constantly maintain a posture that is directed toward the future and viability so that the leadership of the congregation is always seeking to find new ways to adapt and thrive.
- To promote a way of being that represents the honouring of God's gifts to us known as Christian Stewardship.
- To be the keeper of the Vision and Mission of the congregation. In other words, to regularly dialogue with the congregation for input/feedback and articulate to them their Reason for Being, to ensure everyone is included, valued and treated with dignity.

The Council is the congregation in executive form and guides the Body of Christ as they seek to answer Jesus' call. It carries all the legal and spiritual authority of the congregation. The council's overriding principles guide its daily processes and it is to be the keeper of the vision and mission; the main promoter of Christian stewardship; and to

constantly maintain a posture that is directed toward the future and viability so that the leadership of the congregation is always seeking to find new ways to adapt and thrive.

### **Responsibilities of the Church Council**

1. The Council is the governing body of Knox-Metropolitan United Church, Regina and is the Spiritual Centre of the congregation with full responsibility for all aspects of stewardship.
2. The Council is the legal decision-making authority for Knox-Metropolitan United Church (often referred to as the Governing Body) with the United Church of Canada Manual as the foundational reference. For all issues not covered by this Constitution, refer to the UCC Manual as the final authority.
3. The Council is comprised of the following positions: Chair, Secretary, Treasurer, Community Sector Representative, Faith Formation Sector Representative, Congregational Life Sector Representative, Infrastructure Sector Representative and the Minister (Ex Officio).
4. The Council sets policy and strategic direction that encourages and complements the work of the four sectors of church life:
  - a. Faith Formation – relationship with God;
  - b. Community – relationship to the World;
  - c. Congregational Life – relationships to one another;
  - d. Infrastructure – caring for relationships.
5. Each of the four sectors is committed to the Vision, Mission, and Core Values of Knox-Metropolitan United Church, Regina.
6. The Council develops policies and procedures to ensure effective administration that is mission-driven, fiscally responsible and grounded in Holy Manners.
7. The Council ensures dispute resolution mechanisms are in place and activated when required to maintain effective relationships between and among any combination of staff, leadership or congregant. All dispute resolution mechanisms will be pursuant to the Manual and UCC standards.
8. The Council will meet a minimum of 9 times in the year and will communicate a summary of the discussion topics and key decisions from meetings with the Congregation so that the congregation is informed about current Council business.
9. The majority of persons elected to the Council must be confirmed members of the United Church of Canada and Knox-Metropolitan United Church, Regina.
10. Employees or those employees of agencies providing contract services to the Church may not be elected to the Council. The Council may grant permission for any such employee to be a voting member of a Committee.

11. All members of the Council have voting privileges with the exception of the Ministerial staff and the Chair. In the event of a tie vote, the Chair may vote to break the tie.
12. Members of the Council shall act in accordance with decisions made at official Council meetings.
13. The Chair of Council will collect reports from the Ministry & Personnel Committee and Affirming Ministry Group, ahead of each Council Meeting. The Chair will also collect a report from the Regional Representatives as needed.
14. It is the responsibility of the Council to vet those nominated for roles on the Ministry & Personnel, Finance, Trustees, Sector Representatives and the Regional Representative ensuring they possess the appropriate gifts.
15. At the discretion of the Council, direct communication with a particular Committee may be necessary (ex. for clarification purposes).
16. Convene a Nominating Team each year as needed to fill positions on the Council.
17. Create and update management/oversight structure for staff.

#### Members of the Council

- Elected by the Congregation: Chair  
Treasurer  
Secretary
- Nominated by the Sectors for the congregation's approval:  
Faith Formation Sector Rep  
Congregational Life Sector Rep  
Community Sector Rep  
Infrastructure Rep
- Ex-Officio: Minister

#### Council Committee/Representatives elected by the Congregation:

- Regional Council Representatives (2)
- Ministry and Personnel Committee Members (3-5)

#### It is Council's responsibility to vet all of the nominations for M&P, Finance, and Trustees

The Church Council has two committees/groups that relate directly to it: the Ministry and Personnel Committee and the Affirming Ministry Group. It is the responsibility of the Chair to check in with the Ministry and Personnel Committee and the Affirming Ministry Group for updates ahead of Council meetings.

## Nominations Process

The Council is responsible for naming people to act as a Nominating Team each fall. The work of the Nominating Team is to seek people with the required skills and gifts to suit the work that needs to be done.

## **Ministry and Personnel Committee**

Membership: Church members are asked to serve on the Ministry and Personnel Committee through the annual nominations process and are elected by the congregation at the Annual Meeting.

The Committee includes no less than 3 and no more than 7 members.

## Accountability

Budgets are set as per the process of KMUC Financial Handbook, staff salaries must comply with the United Church of Canada's annual salary schedule. The Ministry and Personnel Committee is accountable to the Church Council and reports through the Council Chair.

## Reporting

The committee keeps the Chair of Church Council informed of annual job reviews and evaluations and brings forth any issues or opportunities. The Chair of Church Council communicates these items at the next available Council Meeting and reports back to the Committee.

## Duties and Responsibilities

Work of the Ministry and Personnel Committee is governed by the Ministry and Personnel Committees: Policy, Procedures, Practices (January 2019) handbook produced by the United Church of Canada.

Responsibilities for the Ministry and Personnel Committee come from *The Manual*:

- be available for consultation and support for matters involving the pastoral charge staff;
- oversee the relationship of the pastoral charge staff to each other and to people in the congregation;
- regularly review the working conditions, responsibilities, and compensation of all pastoral charge staff;
- make any recommendations needed as a result of these reviews to the Church Council;
- revise position descriptions of pastoral charge staff as needed;
- conduct annual performance reviews of the pastoral charge staff;
- ensure pastoral charge staff make use of opportunities or continuing education that they have been given; and
- maintain close contact with the regional council Pastoral Relations Committee or equivalent (*The Manual*, 2023 B.7.8.5);



- Make decisions about compassionate leave (*The Manual 2023* 1.2.3.3).

Policies governing membership on the Ministry and Personnel Committee:

- Ministry personnel called or appointed to a pastoral charge...may not be members of...the Ministry and Personnel Committee (*The Manual, 2023*, B.7.8.4)
- Lay employees of the community of faith may not be members of the M&P Committee.;
- When a ministry personnel is planning a sabbatical leave, the ministry personnel's sabbatical plan must be approved by the M&P Committee and reported to the governing body for information;
- The M&P Committee, as a whole committee, shall not replace the search team in the event of a change in the pastoral relationship or a new position.

"Ministry personnel" is a general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply.

Lay employees include congregational designated ministers, office administrators and assistants, musicians and choir directors, custodial staff, and camp counsellors.

Both *The Manual* and the *Ministry and Personnel Committees: Policy, Procedures, Practices* can be downloaded from the United Church of Canada website at: [Handbooks and Guidelines | The United Church of Canada](#)

### **Affirming Ministry Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Affirming Ministry Group is accountable to the Church Council and reports through the Council Chair.

Reporting: The group keeps the Chair of Church Council informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Chair of Church Council communicates these items at the next available Council Meeting and reports back to the Group.

The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

### Duties and Responsibilities:

- Ensure membership requirements in Affirm United are maintained
- Provide workshops and educational opportunities related to LGBTQ2S+ issues in the church and community

- Ensure church communications, worship, and programs are truly welcoming of LGBTQ2S+ people

## **FAITH FORMATION SECTOR**

*Caring for our relationship with God*

This sector encompasses and cares for all aspects of church life that have the nurture of our spiritual life as their primary concern. This includes all aspects of worship, Christian education, preparation for baptism and confirmation, and the administration of all sacraments and rites of passage. Here we care for and nurture our collective and personal relationships with God.

The Faith Formation Sector elects a member from the sector to represent them on the Council as the Congregational Life Sector Representative for a minimum of 2 years.

Listed below are committees that have been part of Knox-Met's structure in the past. How the Faith Formation Sector chooses to organize its work is up to the Faith Formation Sector members in consultation with the Church Council and it is expected in the first 12 months of implementing the structure the Faith Formation Sector will come to agreement on how to organize its work, whether as a Sector or through committee and/or team.

### **Worship Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Worship Group is accountable to the Church Council and reports through the Faith Formation Sector Representative.

Reporting: The group keeps the Faith Formation Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Faith Formation Sector Representative communicates these items at the next available Council Meeting and reports back to the groups/committees/teams.

The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

#### Duties and Responsibilities:

- Work with the minister and music director to plan regular worship services and special services such as Easter, Good Friday, and Christmas
- Ensure support for audio/visual system operators
- Arrange for greeters, ushers, and scripture readers
- Arrange for the purchase of any worship related materials/decorations/banners such as the Communion elements, baptism candles, flowers, Christ Candle etc.

- Organize and prepare elements for communion services, including an adequate number of individuals to serve.
- Assist in finding pulpit coverage/ supply ministers when short-term supply is required.
- Collaborate with the minister(s) to provide regular training for ushers, greeters, communion servers, and baptism assistants
- Assist the minister(s) with preparations for baptisms and to participate in the Sacraments of Baptism, Confirmation and Re-Affirmation services

## **Christian Education Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Christian Education Group is accountable to the Church Council and reports through the Faith Formation Sector Representative.

Reporting: The group keeps the Faith Formation Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Faith Formation Sector Representative communicates these items at the next available Council Meeting and reports back to the groups/committees/teams.

The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

### Responsibility

- Recommend the purchase of education curriculum, music licenses, hymn/song books, and other resources that may be used regularly for worship
- Assist with developing programs for CE for all ages and coordinate activities such as:
  - oversee and support the management of programming for children during worship services
  - oversee and support the facilitation of mid-week programs for children and youth
  - To assist and support the minister(s) with confirmation programs and adult inquiry groups re: membership
  - to work with the minister(s) in developing study and reflection groups that engage the Christian story and issues of faith and spirituality
  - To encourage and support 'small groups' within the church (i.e. Book Discussion)
- Oversee the development and use of the KMUC Library -
- Understand the financial needs and limitations of the congregation and copyright requirements for streaming services, curriculum, and bulletins. Based on this understanding, prepare submission for the annual budget in support of the work of the Faith Formation Sector

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## INFRASTRUCTURE SECTOR

*Caring for our resources*

This sector cares for the physical and financial resources of the congregation. The work of this sector ensures that the facilities, financial, and human resources used for carrying out the ministry of Knox-Met are well managed to ensure the church community remains viable and functional.

The Infrastructure Sector elects a member from the sector to represent them on the Council as the Infrastructure Sector Representative for a minimum of 2 years.

Listed below are committees that have been part of Knox-Met's structure in the past. How the Infrastructure Sector chooses to organize its work is up to the Infrastructure members in consultation with the Church Council and it is expected in the first 12 months of implementing the structure the Infrastructure Sector will come to agreement on how to organize its work, whether as a Sector or through committee or team. Since Knox-Met has a building and owns land, this sector must include a Board of Trustees, as per The Manual of the United Church of Canada.

### **Board of Trustees (required)**

Membership: A minimum of at least 3 church members are elected by the congregation to serve a term of no more than 3 years or as reconfirmed by the congregation.

The Minister is an Ex Officio member. If there are vacancies, the Trustees continue to act as long as there are at least 3 members. The Trustees elect a Convenor with approval provided by the Council. A Secretary and Treasurer may also be elected. A majority of Trustees form a quorum. They meet at a minimum quarterly.

Accountability: The Trustees hold the property and bequests in trust for the United Church of Canada and perform duties as outlined in the UCC Manual and Trustees Handbook.

Note: The Trustees must comply with Saskatchewan legislation and as such have limited discretion on how revenue can be used.

Reporting: The Trustees keep the Infrastructure Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Infrastructure Sector Representative communicates these items at the next available Council Meeting and reports back to the Trustees. The Trustees provide a written report, including a comprehensive financial report, for inclusion in the Annual Congregational Meeting Report package.

### Duties and Responsibilities:

- hold and oversee the condition of real and personal property belonging to Knox-Metropolitan United Church, Regina.

- follow all lawful directions of the Church Council, Regional Council and General Council.
- ensure Knox-Metropolitan United Church, Regina maintains adequate insurance
- maintain account ledgers and meeting notes
- manage any bequests received by Knox-Metropolitan United Church, Regina
- acquire, sell, mortgage, exchange or lease the real or personal property of Knox-Metropolitan United Church, Regina to effect major renovations only with the prior consent of Regional Council
- replenish membership with the assistance of the Minister and/or Council
- ensure an up-to-date UCC Trustees Handbook is used as a reference and training tool for new members

## **Finance Group**

Membership: Church members are nominated to serve on the Finance Group by the Council Chair or Finance Group Convenor. The Finance Group Convenor can also be the Treasurer if deemed appropriate in the circumstances. Note: Treasurer is not necessarily the bookkeeper.

Accountability: The Finance Group is accountable to the Church Council and reports to the Council through the Infrastructure Representative.

Reporting: The Finance Group provides a written report for inclusion in the Annual Congregational Meeting Report package in addition to the Audit Report prepared by the auditors.

### Duties and Responsibilities:

- prepare annual Budget in consultation with other Sector Representatives and Ministry and Personnel Convenor and staff administrator; obtain Council approval prior to submission for inclusion in the Annual Congregational Meeting package
- Ensure that independently reviewed financial statements are prepared for presentation to the congregation
- review monthly financial reports prepared by the church financial administrator; report regularly to the Council and identify areas of concern or benefit; provide (at least) quarterly financial results to the congregation
- have knowledge of and adhere to “best accounting practices”; keeping abreast of changes to government rules and regulations and/or UCC reporting requirements relevant to the church’s financial obligations
- Support the Council for financial stewardship matters/campaigns
- emergency expenditures (e.g. roof or furnace repair) may be authorized by the Council Chair on the advice of the Finance Convenor, and the Council will be advised and concurrence given as soon as is practicable
- Treasurer acts as the main contact for banking institutions

## **Property Group**

Based on the variety of duties and responsibilities under the Property umbrella, this Group can be split under the following functions:

- a. Rentals – long-term; one time usage
- b. Maintenance & Repairs – includes but not limited to mandatory inspections, contracts (ex. snow removal)
- c. Cleaning – delegated to staff position or contracted service

Membership: Church members and adherents volunteer to serve. They augment the paid staff that regularly perform specified duties that keep the church facilities in a clean, safe, presentable condition. A convenor should be chosen by the group members if warranted. The church administrator or building manager can serve as a lead or resource for any of the Property functions in consultation with Ministry and Personnel and the approval of the Council.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Property Group is accountable to the Church Council and reports through the Infrastructure Representative

Reporting: A consolidated written report is provided for inclusion in the Annual Congregational Meeting Report package.

### Duties and Responsibilities:

#### **Rentals**

- annually review rental rates, propose revisions and obtain approval for any changes; maintain up-to-date rental rate chart (one time usage)
- maintain schedule of renters to avoid date conflicts
- prepare and issue annual contracts with long-term renters, ensuring they provide necessary insurance documentation
- look for opportunities to rent church space within the community

#### **Maintenance & Repairs**

- maintain an up-to-date inventory of property and equipment
- at least annually (if not more often), inspect property and prepare list of items in need of repair; consult with Council Treasurer to determine which repairs may be undertaken; obtain quotes (minimum of 3 wherever possible) for those items and provide to Council Treasurer who will obtain Leadership Team approval
- for minor repairs (ex. painting), effect repair and/or organize church members and adherents to volunteer● notify Council Chair and Treasurer immediately in the event of emergency repairs; select contractor, obtain quote(s), co-ordinate repair; report resolution to Council Chair and Treasurer

#### **Cleaning**

- ensure all publicly accessible areas of the church are clean
- maintain supply inventory, restock as required after submitting purchase requests for approval

- be knowledgeable of proper chemical handling and post necessary instructions/warnings

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## **CONGREGATIONAL LIFE SECTOR**

*Caring for our relationships within the congregation*

This sector leads, supports, encourages, and facilitates activities that enhance congregational life. It provides hospitality on behalf of the congregation to both our own members and others. It organizes and arranges for pastoral care for those in need of comfort and support after experiencing a challenging life event. Congregational Life facilitates internal and external communication channels such as the newsletter, social media, and website to ensure awareness and connection.

The Congregational Life Sector elects a member from their Groups and Teams to represent them on the Council as the Congregational Life Sector Representative for a minimum of 2 years.

Listed below are committees that have been part of Knox-Met's structure in the past. How the Congregational Life Sector chooses to organize its work is up to the Congregational Life members in consultation with the Church Council and it is expected in the first 12 months of implementing the structure the Congregational Life Sector will come to agreement on how to organize its work, whether as a Sector or through committees or teams.

### **Pastoral Care and Membership Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Pastoral Care and Membership Group is accountable to the Church Council and reports through the Congregational Life Sector Representative.

Reporting: The group keeps the Congregational Life Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Congregational Life Sector Representative communicates these items at the next available Council Meeting and reports back to the group. The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

#### Duties & Responsibilities:

- in a timely manner, advise the Minister, church office administrator and Pastoral Care Convenor of any changes to membership and/or membership status including but not limited to address changes to keep the church rolls (membership) up-to-date
- maintain a list of lay visitors and arrange for their training
- arrange for visitation to or regular communication with people in the congregation who are bereaved, ill, elderly, or are not able to come to church
- maintain an up-to-date procedural manual pertaining to regular activities of this group (used as an introductory tool for new group members)

## **Congregational Life Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Congregational Life Group is accountable to the Church Council and reports through the Congregational Life Sector Representative.

Reporting: The group keeps the Congregational Life Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Congregational Life Sector Representative communicates these items at the next available Council Meeting and reports back to the group. The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

### Duties & Responsibilities:

- organize potluck suppers and other congregational events
- consult with other groups/committees/teams to co-sponsor events
- maintain an up-to-date list of Group members
- keep informed of new people in the community and develop programs for welcoming them
- maintain an up-to-date procedural manual pertaining to regular activities of this group (used as an introductory tool for new group members)

## **Communication Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by Team members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Communication Group is accountable to the Church Council and reports through the Congregational Life Sector Representative.

Reporting: The group keeps the Congregational Life Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Congregational Life Sector Representative communicates these items at the next available Council Meeting and reports back to the group. The group provides a written report for inclusion in the Annual Congregational Meeting Report package.

### Duties & Responsibilities:

- assemble, edit and arrange distribution of the church newsletter
- oversight of the church website and social media accounts
- maintain a list of potential print and electronic media vehicles suitable for church event advertising

- maintain an up-to-date procedural manual pertaining to regular activities of this group (used as an introductory tool for new members)

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## **COMMUNITY SECTOR**

*Caring for our relationships with the wider community*

This sector is the congregation's connection with the communities and initiatives outside of the congregation that connect with Knox-Met's vision and mission. This sector leads, supports, encourages and facilitates activities that engage in community partnerships, service work, social action or advocacy.

The Community Sector elects a member from their Committees and Teams to represent them on the Council as the Congregational Life Sector Representative for a minimum of 2 years.

Listed below are committees that have been part of Knox-Met's structure in the past. How the Community Sector chooses to organize its work is up to the Community Sector members in consultation with the Church Council and it is expected in the first 12 months of implementing the structure the Community Sector will come to agreement on how to organize its work, whether as a Sector or through committees or teams.

### **Outreach Group**

Membership: Church members and adherents volunteer to serve. A Convenor is chosen by group members.

Accountability: Budgets and goals are set as per the process of KMUC Financial Handbook. The Outreach Group is accountable to the Church Council and reports through the Community Sector Representative.

Reporting: The group keeps the Community Sector Representative informed of pertinent events, goals achieved and brings forth any issues or opportunities. The Community Sector Representative communicates these items at the next available Council Meeting and reports back to the Committees and Teams.

The Group provides a written report for inclusion in the Annual Congregational Meeting Report package.

#### Duties and Responsibilities:

- Foster cooperation between KMUC and other social justice and advocacy agencies
- Develop advocacy resources in conjunction with Council initiatives
- Ensure "Minute for Mission" segments are used regularly during Sunday services, submitted to church newsletters, and shared in other ways that are appropriate and effective
- Oversee refugee applications and monitor the expenditures from the refugee accounts

- Seek out, initiate and publicize areas of community service in which individual members, or groups of members from our congregation, may consider becoming involved.
- Foster/encourage individual involvement in long- and short-term mission work,
- Foster cooperation in areas of outreach, social action, and advocacy between KMUC and other local communities of faith.

## STAFF

The staff of Knox Met are defined as those who are employed formally by Knox Met to perform a defined function. There are two categories; Ministry staff and non-ministry staff. All staff are contracted to the Council as the Governing Body. The Manual mandates a Ministry and Personnel Committee to officially stand in as the “Employer”.

All staff are subject to workplace legislation as per the Federal and Provincial governments. That includes all the usual matters that relate to conditions of employment.

Ministry staff are governed additionally by codes of conduct and other norms issued by General Council that relate to their Religious Calling. Ministry staff are often accountable in two different ways simultaneously. One accountability stream relates to the integrity and efficacy of their spiritual leadership; their standing as members of the Regional Council; and obligations to General Council. The other concerns aspects of employment that they have in common with all other staff. For any conflict in the two regimes The UCC Manual shall be relied upon and subsequent to it Regional Council shall arbitrate if required.

Council will create for itself a management/ accountability structure with the assistance of the resources of the National Church that will afford it effective oversight, efficient management tools and real-time insight into the workings of the staff compliment through a single point of contact.