

Proposed Governance structure for St. Paul's United Church,  
Boissevain, Mb. November, 2014 (revised February 2016)

### **Names**

The name of the congregation shall be St. Paul's United Church,  
Boissevain, MB.

The name given to the governance structure shall be **The Teaming Church.**

### **Concept**

The concept behind the Teaming Church is that the members function as a Team. There is no Chair of a team. All decisions are made by the Team in a Team meeting. The responsibility of chairing Team meetings, building an agenda and taking notes is rotated amongst the Team's membership. Decisions are made by consensus where possible. If a decision cannot be made by consensus then that might indicate the need for a "second opinion".

### **Biblical precedent**

Whether is it the Trinity of Father, Son and Holy Spirit; Creator, Redeemer and Sustainer, or Jesus working with a group he called the disciples, our scriptures show us collaboration and teamwork.

### **Mission Statement** (February 28, 2016)

"The mission of St Paul's United Church is to worship God and deepen our faith in an inclusive, Affirming Christian community. We are committed to creating a community that cares for one another and all God's creation. We believe that we are all one in Christ. We invite the full participation of all ages, gender, gender identity, ability, sexual orientation, race, and marital status, social or economic circumstance. We seek justice for all people and strive to be a safe and nurturing environment for all who enter our doors. We celebrate the inclusion of all God's people into the life and worship of our church family."

## **The Teaming Church**

The ministries of St. Paul's United Church, Boissevain, MB shall be expressed through the faith guided efforts of the following teams: Leadership Team, Spiritual formation Team, Worship Team, Property and Finance Team, Pastoral Care Team and Event Planning Team.

In addition to the above mentioned Teams are: the Trustees, the Ministry and Personnel committee and a Presbytery Representative.

The Trustees are appointed as per the Manual and fulfill the duties as required by the Manual. The list of appointed Trustees needs to be revisited every three years.

The Ministry and Personnel committee (3 members) are appointed at the Annual Meeting from amongst members of the congregation at the same time as the Team roster is approved.

The ordered Ministry Personnel appoints 1 person of their choosing, for this committee as well.

The Presbytery representative is elected at the Annual Meeting.

Task Teams can be set up and dismantled to attend to a specific task that falls outside of the regular duties of the Teams mentioned in the governance structure.

## **Function and duties of Teams with The Teaming Church**

In this model, people volunteer to a team that interests them. It is hoped that people will commit to the team one year at a time.

For consistency it is hoped that a position on the Leadership Team is a three year commitment.

If someone needs to leave a Team at any given time the Team assess whether it needs another member to do its work. If a new team member is needed a public notice is given requiring a new team. If at any time a team's membership falls below 3 members and stays that way without

additional volunteers stepping forward, the Leadership Team will seek out suitable candidates.

A slate of Team Members is presented at the Annual meeting for approval.

Due to the flexibility of the Team's membership the membership of a Team may change in the interim.

Teams function from their list of responsibilities in an autonomous fashion as long as they are operating within their stated goals and budget.

When a Team encounters a decision that needs a second opinion, they consult with another Team (such as Finance, Leadership, Worship, Event Planning or the congregation) depending on the nature of the decision or they consult All Teams.

How does a Team know if it needs a second opinion?

If an idea that is being considered affects more than your Team, it is necessary to speak with the Team or Teams it impacts as well.

Ex. If the Worship Team wants to change the worship space this is an idea that needs to be discussed with All Teams and the congregation.

Ex. If a Team wants to access **funds not in their yearly budget**, they need to consult if funds are available for such use. Before doing so, it would be best to check out with other Teams whether the item/change requested is indeed wanted or found necessary by others, warranting the need to ask for unbudgeted funds. An All Teams meeting may be called to get a clear picture. The Property and Finance Team will follow this same procedure when wanting to access unbudgeted funds, by gathering a "second opinion" as to whether the unbudgeted expenditure is warranted and if funds could be designated for such.

Ex. If there are concerns about staff, then Ministry and Personnel members need to be consulted.

Ex. The Leadership Team is available upon request to be "the second opinion" on any idea a team is considering.

All teams are responsible for setting, monitoring and accomplishing their own goals. Team Annual Reports shall include their goals and how the team is functioning in regards to their responsibilities. An All Team meeting will be organized by the Leadership Team to help in the preparation of Annual reports and any other matters that pertain to how Teams function.

Team meeting times will be printed in the weekly bulletin and email announcements as notice to the congregation of their meeting. Any ideas or concerns may be placed in writing and forwarded to any team member, to be added to the agenda of that meeting, for their consideration.

Every Team meeting will begin with "A Covenant of Leadership" (attached) which is found in the Team binder.

A meeting leader and note taker will be decided at the end of each team meeting in preparation for the next meeting or the beginning of the next. (See attached Meeting note template)

All meeting notes will be circulated and approved through email by the team members and then placed in that Team's binder. (This process eliminates the need to approve the notes at the beginning of the next meeting, meeting notes are not signed).

The Property and Finance Team and Ministry and Personnel committee will take minutes and have them approved and signed at their next meeting.

The Team binders are available in a public place for congregational members to read. Except for the Ministry and Personnel binder which is kept in the safe or another secure location.

An All Team meeting note binder will be found in the Office and kept in the safe and is the responsibility of the Office Administrator to maintain.

## **Individual Team responsibilities**

**The Leadership Team** – this team is responsible for the visioning process and the overall care of the church. This team meets at least 6 times a year. The minister is part of the team. Team membership: 6-7 persons

### **Responsibilities of the Leadership Team**

- to be the "second opinion" resource for other teams when requested.
- to monitor the information on and maintain the Website
- to call at least 2 All Team meetings a year for teaching, learning, decision making purposes and community.
- to call and organize the Annual Meeting, seeing that there is a Chair and Secretary in place.
- to call and organize any Congregational meeting as requested by other Teams or congregants, in accordance to the Manual.
- to assist All Teams in the preparation of their Annual reports in a timely fashion
- to organize and assist All Teams in setting their goals for the church year (Sept – August)
- to have members who act as signing authority for the church

**The Worship Team** – this team is responsible for anything that relates to Worship and the worship space such as:

The scheduling of Communion at least 6 times a year

The approval of Baptismal requests

The approval of Wedding requests

Transferring of membership in and out and approval of those presented for Confirmation.

The changing of and maintenance of the banners

The scheduling of musicians for church services

Fulfilling Pulpit supply needs

Scheduling of ushers

Weekly coffee prior to church

This team meets at least 5 times a year with a membership of 5-7 persons.

This team works with the minister.

**The Property and Finance Team** – this team is responsible for the financial business of the church and the maintenance of the property. The Treasurer provides the financial documentation for this team, and attends all meetings required, with no voting privileges.

This team is responsible to:

- inform the congregation of where it stands financially on a monthly basis
- prepares and sees to the distribution of the Annual Fall Stewardship letter
- to ensure there is caretaking, snow removal and grass cutting in place.
- to encourage the use of PAR
- to maintain the insurance, pay taxes and all other financial requirements
- to review financial statements and approve cheques at its meetings
- to name a liaison to Snazzy Seconds (Thrift store) hearing concerns and signing contract agreements as their come up.
- preparation of a budget in consultation with the other teams for the Annual Meeting.
- to have members who act as signing authority for the church.
- to meet at least 8 times a year.
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**The Spiritual Formation** – this team is responsible for seeing that spiritual learning opportunities are available to a wide range of church members. Its primary responsibilities are:

to schedule the staffing for the Sunday school for the Sept. to May time period.

to make decisions regarding curriculum for the Sunday school, with the help of the minister

In consultation with the minister seeing that study opportunities are made available to congregational members of all ages.

to teach the children about mission, by engaging in at least 1 mission project a year.

This team meets at least 4 times a year with 3-5 persons. The Minister is a part of this team.

to keep up regular communication with Sunday school families by email or telephone or mail correspondence.

**The Pastoral Care Team** – this team is responsible to watch over the congregation in a pastoral way; paying attention to illness, hospital stays and other concerns, by visiting, sending cards or telephone calls.

This team would also be the oversight team for the Evergreen and Westview Lodge devotional services.

This team works with the minister to do its best to care for the congregation's pastoral needs.

This team meets through emails, telephone calls, in person meetings, whatever is the most prompt and effective way to show our concern.

Membership is 3-5 persons

The minister liaises with this team.

**Event Planning Team)** – this team is an idea team and scheduling team for the task groups that carry out the fundraising efforts for the church.

Membership 4-6 persons

to schedule fundraising efforts so they do not conflict or come back to back with other fundraising efforts.

to gather task groups of people together to execute a fundraiser like the Spring Tea and other such functions.

This Team notifies the Property and Finance Team and Leadership Team if a function that is presently considered part of the routine fundraising efforts and therefore counted on from the financial side, is no longer viable.

Note: if a fundraising idea does not raise the amount of volunteers to execute the function, then that idea is deemed to be not viable at that time.

This Team ensures that there are detailed notes from a fundraiser to ensure when other people step forward they know what has been done in the past. They ensure that they have a de-briefing meeting after a function is completed and document the recommendations of that meeting for future planning. They notify the congregation of the amount raised through the fundraising efforts.

**Ministry and Personnel committee (as per Manual) – 4 members**

- Being a support and consultation for matters involving the church staff/employees.
- In consultation with others, see to the hiring, enumeration and hours worked for Secretarial, Treasurer and custodial staff. (Seasonal staff such as snow removal and grass cutting are the responsibility of the Property and Finance Team)
- receive from each Ministry personnel settled in or appointed to the Pastoral Charge, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each 6 year period of the pastoral relationship.
- Overseeing the relationship of the church staff/employees to each other and to the people of the congregation.
- Conducting annual performance reviews of all staff/employees.
- Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff/employees.
- Making any recommendations needed as a result of these reviews, to the necessary Team or Teams or congregation.
- Revising position descriptions of staff/employees as needed
- to call upon Presbytery or Conference members and staff when deemed necessary.

Since there is no Official Board the M@P committee may consult with the Leadership Team for direction and any other Team or All Teams if necessary.

The Ministry and Personnel binder will not be kept with the other Team binders as the nature of their business is mostly confidential.

**The Trustees – see Manual section 3.3.1 – 3.6.5**

a Trustee is appointed at a congregational meeting

a Trustee must be a member of the United Church

the minimum number of Trustees will be 4

the Trustees term will be reviewed every 3 years beginning in 2015



## **The Annual Meeting and Congregational Meetings**

The members and adherents of the congregation shall meet annually. They also may meet more frequently as required. The date of the Annual Meeting shall be set by the Leadership Team with appropriate notice as described in The Manual of the United Church of Canada. Congregational Meetings shall be called as outlined in The Manual of the United Church of Canada.

The Leadership Team shall arrange for the preparation of the Annual Report. The Annual Report shall reflect the activities of the Teaming Church, task groups, the Choir and the UCW, Presbytery Representative for the year immediately preceding the Annual Meeting. Copies of the Report shall be made available to the congregation not later than one week prior to the Annual Meeting.

Members (those people whose names are on the Historic Roll of St. Paul's United Church, Boissevain, MB.) in attendance at the meeting shall vote on all matters. With the consent of these members, adherents, who are active in the congregation shall vote on temporal matters as described in The Manual of the United Church of Canada. Voting shall be taken on the basis of simple majority established by a show of hands or otherwise, as determined by the congregation.

A quorum for any congregational meeting shall be twenty-five members and adherents, a majority of whom are members.

The Leadership Team shall appoint a person to preside over the Annual Meeting and Congregational Meetings. The Leadership Team shall appoint a secretary to record the minutes.

The Annual and Congregational Meetings shall be conducted in accordance with "The Rules of Debate and Order" as found in The Manual of the United Church of Canada.

The congregation's Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee of the Presbytery shall be present whenever the congregation meets.