

Kimberley United Church Council

1. Kimberley United Pastoral Charge shall be governed by the Church Council, in accordance with the United Church of Canada Manual.
2. It shall be the responsibility of the Council to see that the “total ministry of the church” is addressed. The Church Council shall execute all the duties and powers previously entrusted to the Official Board, the Session, and the Stewards as detailed in the Manual.
3. The Church Council is responsible to the congregation. The annual meeting will be held as early as possible in each calendar year. However, special congregational meetings can be held at any time throughout the year as warranted. Notice for such meetings must be given as directed in the Manual.
4. The Church Council Membership shall consist of:
 - Chairperson
 - Past Chair (for one year following their term)
 - Secretary
 - Treasurer
 - Representatives of each Standing Committee
 - Ministry and Personnel representative
 - Presbytery representative
 - Trustee representative
 - The Minister or presbytery appointed representative.
 Council members can be adherents as well as members of the Kimberley United Church.

Standing Committees

- Communications
- Faith Formation
- Outreach
- Pastoral Care and Fellowship
- Property and Finance
- Worship

The Council can appoint individuals or committees to perform duties of a short project nature as needed. Any formal creation of Standing Committees should be done at the annual meeting.

Other Committees:

- Ministry and Personnel
- Trustees

Ministry personnel are ex-officio members of all committees of the pastoral charge, except for the Joint Search, Ministry and Personnel, and nominations committees.

5. **Terms of office** Nominations and elections of all positions shall be for a three year term. Exceptions are the past chair, which is a one year term and the Trustees which will be named annually.
6. **Meetings** should be held as a minimum, quarterly. The Council may choose not to meet in July or August. More frequent meetings can be called as required, due notice should be given to all Council members.
7. **Quorum** shall consist of 50% of the voting Council members, and must include ministry personnel or presbytery appointed representative.

8. The meetings of the Council shall be open to any member of the congregation. Those other members attending shall have the privilege of speaking but not voting at a Council meeting.

Communications

Communications is the conduit whereby members of the congregation and the community at large learn about the ongoing activities and work of the local as well as the national church.

Purpose: To provide the church community with information and knowledge about the activities and work of the local as well as the national church, and to inform the broader community of fellowship, worship and fundraising activities occurring at Kimberley United Church.

Membership: A minimum of three members who are skilled in the use of computers, media contact, website management and/or written/verbal communication.

Responsibilities and Duties:

- Maintain current website
- Coordinate print advertising
- Maintain an up-to-date and accurate mailing list
- Coordinate preparation of the Annual Report
- Coordinate and distribute newsletters
- Maintain the bulletin boards

Sub-committees or individuals responsible to this committee :

Observer subscriptions

Decisions: Budget requests shall be presented to Finance committee as required. Decisions that cannot be resolved shall be taken to the Council for resolution.

Faith Formation

Purpose: This committee shall address the faith formation needs of the congregation as indicated in the United Church manual section 242.

Membership: Must include Ministry personnel and a minimum of three members representative of the congregation. Committee members should be interested in the spiritual growth and education of the congregation.

Responsibilities and Duties:

- develop programs, studies and opportunities for persons of all ages and stages to explore and grow in their relationship with God, with the community of faith and with the world
- present candidates for baptism and represent the congregation at these services
- work with the parents and children to develop a meaningful Christian education experience for young people
- encourage the growth of Bible study groups and faith development opportunities
- encourage confirmation and membership classes
- ensure that the historic roll for records is maintained. The committee will designate an individual to review records annually for accuracy and completeness
- work with Ministry personnel to select study material

Decisions: Candidates for membership and baptism should be presented to the Council for approval. Budget requests shall be presented to Finance committee as required. Any decisions that cannot be resolved shall be taken to the Council for resolution.

Outreach

Outreach is an important part of individual and congregational stewardship. It is part of the teachings that Jesus followed ... love God first, and love others as you love yourself.

Purpose: To extend beyond the walls of Kimberley United Church in social justice ministry.

Membership: A minimum of three members who are committed to social justice ministry in Kimberley and around the world.

Responsibilities and Duties:

- Reach out to those in need
- Seek and evaluate appropriate projects for our social justice ministry
- Monitor programs and ensure that program funds are disbursed diligently and responsibly
- Regularly promote Outreach programs to the congregation
- Cooperate with other churches and community agencies seeking to meet the needs of the community

Sub-committees or individuals responsible to this committee:

- Rock Lake United Church Camp
- Mission and Service enthusiasts

Decisions: Budget requests shall be presented to Finance committee as required. Decisions that cannot be resolved shall be taken to the Council for resolution.

Pastoral Care and Fellowship

Pastoral Care and Fellowship is the Committee which offers social, emotional or spiritual support and care to the Kimberley United Church family.

Purpose: To provide for the spiritual and emotional needs of our congregation and to encourage social interaction within Kimberley United Church.

Membership: Ministry personnel and a minimum of four members who are committed to providing pastoral care and social stimulation within the congregation of the church.

Responsibilities and Duties:

- Reach out to those in need
- Coordinate hospital and in-home visitations
- Maintain the kitchen and provide adequate supplies
- Encourage and assist with social interaction functions for our church family
- Regularly promote our committee events

Sub-committees or individuals responsible to this committee:

- Correspondence Coordinator
- Hospital Visitation Coordinator
- Home Communion Coordinator
- Funeral Lunch Coordinator

Decisions: Budget requests shall be presented to Finance committee as required.
Decisions which cannot be resolved by the Committee shall be taken to Council for resolution.

Property and Finance

Purpose: to be responsible to the congregation and Council for the overall stewardship so that the Kimberley United Church may reach its full financial potential.

Membership: Must include: Treasurer, Envelope secretary, Trustee representative.
-at least 5 other individuals with financial or property management knowledge.

Responsibilities and Duties:

- All financial accounting, reporting and budgeting on a monthly and annual basis
- Usher / collection / counting / recording / bank deposits
- Envelope administration, recording, reporting and tax receipts
- Building and grounds maintenance
- Custodian supervision
- Building renovations
- Fire safety and building insurance
- Office facilities, equipment and supplies
- Rental of facilities
- Ensure our Privacy Policy is current

Sub-committees or individuals responsible to this committee:

Stewardship, Privacy Act coordinator, Usher coordinator

Decisions: The annual budget shall be presented to the Council and congregation for approval.
Major renovations and changes shall be presented to the Council for approval if not specifically approved in the annual budget.
Any decision that cannot be resolved shall be taken to the Council for resolution.

Worship

Purpose: This committee shall provide advice, guidance, support and work along with Ministry personnel in all aspects of the Sunday Service.

Membership: Must include: Ministry personnel, Music director
-three or more representatives of the congregation who are committed to providing a meaningful worship experience for the congregation.

Responsibilities and Duties:

- provide additional assistance in special services, administration of Sacraments
- organize pulpit supply or volunteers for Sundays services when needed
- organize training for lay people and encourage involvement opportunities in the service
- encourage congregation members to attend training workshops
- oversee the appropriate environment conducive to worship
- work with Ministry personnel to decide on purchase of resources for leading worship

Sub-committees or individuals responsible to this committee:

Banners, flowers, seasonal decoration

Decisions: Budget requests shall be presented to Finance committee as required.
Any decision which cannot be resolved shall be taken to the Council for resolution.

Ministry and Personnel

This Ministry and Personnel committee shall follow the role and responsibilities as outlined in the latest edition of the United Church manual.

There will be a minimum of three members elected from the congregation. The M&P committee acts as a liaison between the staff and congregation.

Trustees

The Trustees shall follow the role and responsibilities as outlined in the latest edition of the United Church manual.

There will be at a minimum three members of the Congregation appointed to this role. All appointments should be made at the annual meeting. If a vacancy arises, a special congregational meeting shall be held to appoint a new Trustee to fill the vacancy. A majority of the trustees shall be members of the United Church.

The Trustees act of the behalf of the congregation in the administration of all property held in trust for the use of the congregation.