

Broadway United Church By-laws

Mission Statement

“Broadway United Church is a worshipping community proclaiming the good news of Jesus Christ and being a living example of love and fellowship in a broken, divided world.”

Council Mission Statement

1. To maintain an awareness of the Mission Statement of Broadway United Church.
2. To facilitate the ongoing operation of Broadway United Church on behalf of the congregation.
3. To encourage programs that foster fellowship and build a strong community within the congregation.

By-Laws

Article 1

The Council will consist of a Chair, Vice-Chair, Secretary, Treasurer and the Committee Chair from each of the following committees: Outreach, Property, Membership and Nomination, Fellowship and Fundraising, Christian Development, Finance, Worship, Special Fund, Ministry and Personnel; two members at large and the Minister (Minister is an ex-officio member).

2021

Article 2

The Council will meet quarterly excluding July and August. Additional meetings may be called at the Chairperson’s discretion. A quorum shall consist of fifty percent plus one of all members of the Council. Meetings will be conducted in accordance with the most recent Bourinot’s Rules of Order.

2021

Article 3

The Council will have an Executive Committee that will meet as required. The quorum for these meetings must be fifty percent plus one of executive committee members. Meetings will be conducted in accordance with the most recent Bourinot’s Rules of Order.

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Article 4

All congregational members/adherents are entitled to attend, speak and make submissions to all committee and Council meetings. Individuals wishing to make a presentation must notify the Chair of the committee or the Chair of the Council one week prior to the scheduled meeting.

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Article 5

It is incumbent on the Chairperson of each committee to call a meeting every two months, or at his/her discretion, except July and August, at a time that will not conflict with the regularly scheduled Executive Committee or Council meetings.

Article 6

At the Annual General Meeting of the congregation, the Chairperson, Vice-Chairperson, Secretary, Treasurer, Committee Chairpersons and two Members at Large will be elected. It is the responsibility of the Membership and Nomination Committee to ensure that there are persons available for the vacant positions.

Article 7

If vacancies exist on the Council, the board has the authority to appoint members on an interim basis until ratification at the next Annual General Meeting of the congregation.

Article 8

Committee Chairpersons, along with the Membership and Nominating Committee, are responsible for populating the various committees.

Article 9

The Committee Chairpersons shall be responsible to conduct regular meetings, and ensure that a member (in the Chairperson's absence) attends the regular meeting of the Council to provide a report and bring back any suggestions for committee consideration and action. The Chairperson is also responsible for reviewing attendance of committee members at meetings to ensure that good communication/continuity is being maintained with the group. Any concerns and /or problems should be referred to the Executive Committee.

Article 10

Committee Chairpersons will bring to the Council meetings an up-to- date report on activities with his/her respective group regarding ongoing activities with the committee, any unfinished business that requires attention, and any action or policy directions which need to be referred to the Council.

Article 11

Each committee will be allocated a yearly budget with the approval of the Council, and will be expected to respect the limit of that budget. While the Council approves the budget amount, the committee has full control over the funds which may be utilized for the purposes intended under its respective mandate. Any increases in the original budgeted amount will be at the discretion and approval of the Council.

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Article 12

The normal term on the Council is three years. A term may be reappointed at the end of the three year term. The Membership/Nominating Committee is responsible for maintaining records of membership and terms of service for board members.

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Article 13

The Chair of the Ministry and Personnel Committee shall be expected to attend all Council, Executive Committee and Committee meetings as requested. In addition, the Chair of the Ministry and Personnel Committee will ensure that the appropriate congregational representative for a staff member is present at any meeting where an issue concerning that staff member is being discussed.

Article 14

Every year the Council will appoint the following signing officers for the Council: the Chairperson, Vice-Chairperson, Chairperson of the Finance Committee and the Treasurer. Two other members of Council may be appointed by Council. Any two of the above will be authorized to sign cheques and carry out the normal day-to-day financial activities of Broadway United Church. This authority will not apply to documents pertaining to the duties of the Trustees and Special Fund Committee.

2021

Article 15

The Board of Trustees is elected at the Annual Meeting of the Congregation and meets as necessary.

Article 16

The Council shall have overall responsibility for coordinating congregational policies and reporting to the congregation.

Article 17

The purpose and the duties of the Executive Committee and each of the Committees are detailed in the following organizational descriptions unless subsequent changes are made and approved at a congregational meeting.

Article 18

Regional Council delegates shall represent the Council and the congregation on the Living Skies Regional Council. Regional Council delegates are elected at the Annual Congregational Meeting for a three-year term and are eligible for re-election. The Membership/Nominating Committee is responsible for maintaining records of membership and terms of service for board members.

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Article 19 Removed

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Article 20

The Ministry and Personnel Committee will include congregational members that have been selected by a staff member to act as their representative. These members must be ratified by the Council. The Committee duties/responsibilities will be outlined in the organization descriptions.

Duties and Membership of Council and Committees

Chairperson:

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Duties:

- i. Ensure the Council meeting agenda is developed and distributed, preferably 3 days prior to the meeting. .
- ii. Preside over and keep order at Council meetings.
- iii. Take votes and announce the results
- iv. Vote only if there is a tie.
- v. Be a member of the Executive Committee.

Vice-Chairperson:

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Duties:

- i. Fill in for the chairperson when needed.
- ii. Be a member of the Executive Committee.
- iii. Be a member of the Membership & Nominating Committee.

Secretary:

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Duties:

- i. Take the minutes at all Council meetings.
- ii. Distribute the minutes to Council members and church office within two weeks of the meeting.
- iii. Ensure the approved minutes are posted on the church website within one week of being approved.
- iv. Ensure the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe.
- v. Ensure the minutes, membership roll, and other records are sent to the regional council annually.
- vi. Receive and send correspondence for the Council.

Treasurer:

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Duties:

- i. Receive all funds for the church from offerings and other sources.
- ii. Disburse these funds under the direction of the Council.
- iii. Keep records of all receipts and disbursements

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- iv. Report on the funds as required by Council.
- v. Receive all funds given for the Mission & Service fund and other funds for mission of the wider United Church.
- vi. Keep a record of the funds given by each donor in an account separate from the other funds of the church.
- vii. Send the funds to the appropriate General Council working unit monthly.
- viii. Report on the funds as required by the Council.

Trustees:

1. Purpose: To act as financial agents for the congregation.
2. Members: A minimum of three members from the congregation and the Treasurer of the Council. Trustees are appointed at every annual meeting.
3. Duties:
 - i. Sell, mortgage, lease or change the real property of the congregation, in accordance with the United Church of Canada policies.

Executive Committee:

1. Purpose: To manage/supervise the day to day operations of Broadway United Church on behalf of the Council.
2. Members: Chair, Vice-Chair, Treasurer, Secretary of the Council and the Property Committee Chair. The Minister is invited to participate as an ex-officio member.
3. Duties:
 - i. Act as a policy advisory group and make recommendations for consideration by the committees and/or Council in order to ensure a constant flow of ideas between the committees and the Council.
 - ii. Act in a judicial role; that is, the group would decide upon the initiative of either the committees or the Council, the areas of responsibility for any particular issue.
 - iii. Make day-to-day decisions regarding church business which is of urgent nature when it is not practical or possible to call a Council or a committee meeting. In emergency situations, decision may be made by the Chairperson, Vice-Chairperson and Treasurer.
 - iv. Act as resource people to the committees and attend other committee meetings in a strictly advisory role upon request of the committee.
 - v. Assist with recruiting new church staff with the Ministry and Personnel Committee.

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- vi. Review annual salaries and benefits for staff members as recommended by the Ministry and Personnel Committee and to submit the recommendation to the Council for approval.
- vii. The executive committee has the authority to authorize expenditures for one project at a time, up to a maximum of \$5,000.

Finance Committee:

- 1. Purpose: Supervise all financial matters of the congregation.
- 2. Members: A minimum of three members is preferred plus the Treasurer.
- 3. Duties:
 - i. Process all financial entries and recommend for approval any exceptional transactions, if necessary, to the Council
 - ii. Maintain proper financial records and provide financial reports to the Council at the regular quarterly meeting, the monthly Executive Committee meeting and the Annual Congregational Meeting.
 - iii. Provide the necessary support to the Treasurer.
 - iv. Prepare annual budget from information provided by each Committee, for presentation and recommendation to the Council.

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Outreach Committee:

- 1. Purpose: To oversee, assess and initiate programs whereby the church can “reach out” more effectively into the community, within the total mission of the church.
- 2. Members: A minimum of three members is preferred.
- 3. Duties:
 - i. Endeavour to encourage and promote programs of outreach visitation.
 - ii. Encourage awareness of community needs and encourage participation in programs, either church or community, which deal with those needs and to recommend budget levels.
 - iii. Assist with the administration of the Broadview Magazine with the church secretary.
 - iv. Encourage mission programming in all church groups.
 - v. Promote the Mission and Service Fund and recommend an annual objective.
 - vi. Be responsible for communication within the congregation through activities such as visitation.

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- vii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed budgeted amount.

Property Committee:

- 1. Purpose: Oversee all matters concerning property maintenance and renovations.
- Members: A minimum of three members is preferred.
- 2. Duties:
 - i. Supervise maintenance of all church property including routine repairs, supplies and equipment.
 - ii. Supervise use of the church building, including administration of rental agreements.
 - iii. In conjunction with the Finance Committee, review church rental rates on an annual basis and to recommend any increase to the Council.
 - iv. Plan and arrange contracts for any significant renovations.
 - v. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

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Worship Committee:

- 1. Purpose: Attend to all matters pertaining to church worship.
- 2. Members: A minimum of three members is preferred.
- 3. Duties:
 - i. Be responsible for the Order of Worship for regular worship, as well as for baptism and communion.
 - ii. Prepare for baptism, communion and special events.
 - iii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

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Christian Development:

- 1. Purpose: Oversee all matters pertaining to the Christian nurture and education of the whole congregation.
- 2. Members: A minimum of three members is preferred.
- 3. Duties:
 - i. Review the quarterly information Pac from the United Church of Canada to assist in the development of programs for nurture and growth of adults, youths and children.

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- ii. Co-ordinate all Christian education work related to the Sunday school, youth programs and adult education programs.
- iii. Recruit leaders and teachers and provide an opportunity for their training.
- iv. Be responsible for the development of the library and to encourage members to use it.
- v. Provide information to the Finance Committee for preparation of the annual budget and ensure that expenses do not exceed the budgeted amount.

Membership and Nominating Committee:

- 1. Purpose: Attend to all matters pertaining to church membership and to act as a nominating committee for the Official Council and Committees of Broadway United Church.
- 2. Members: Minimum of three congregational members including the Vice-Chairperson of the Council and one other board member. Committee must be comprised of an odd number of members.
- 3. Duties:
 - i. Arrange for reception of new members and to encourage people to become full members of the church.
 - ii. Encourage recruitment of suitable candidates for the Order of Ministry and to recommend them for candidacy.
 - iii. Recruit volunteers and identify people with skills and gifts that can enhance the congregational life and work of Broadway United Church, its Council or committees.
 - iv. Maintain records of membership and the term of service for Council members.
 - v. Maintain the membership records of congregational members alongside the church administrator.
 - vi. Co-ordinate the long-term service awards recognition program.
 - vii. Co-ordinate the monthly house groups.
 - viii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

Ministry and Personnel Committee:

- 1. Purpose: To provide the confidential setting for consultation, support and assessment of all church staff.
- 2. Members: Members to be established as per the United Church of Canada manual.

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3. Duties:
 - i. Provide consultation and support for church staff members and for the people of the pastoral charge.
 - ii. Review working conditions and salary levels and benefits of staff members and to recommend salary levels to the Executive Committee.
 - iii. Monitor the relationship of church staff to members of the Pastoral Charge and/or others.
 - iv. Assess the responsibilities and authority of the church staff.
 - v. Support and monitor the inter-relations of all church staff.
 - vi. Promote and recommend staff continuing education.
 - vii. Review annually and to evaluate the effectiveness of all church staff as they relate to the church's programs, activities and needs.

Fellowship and Fundraising:

1. Purpose: Oversee all matters pertaining to fellowship and fundraising activities within Broadway United Church.
2. Members: A minimum of three members is preferred.
3. Duties:
 - i. Propose and organize fellowship activities that encourage membership unity.
 - ii. Propose and organize fundraising activities.
 - iii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

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Special Fund Committee:

1. Purpose: To administer the memorial donations and the Memorial Fund for the congregation.
2. Members: A minimum of three members is preferred.
3. Duties:
 - i. To manage the church's Memorial Fund
 - ii. To recommend expenditures from the Memorial Fund to the Council.
 - iii. Provide information to the Finance Committee for preparation of the annual budget and to ensure that expenses do not exceed the budgeted amount.

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Regional Council Delegates:

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1. Purpose: To represent Broadway United Church and the Council on Living Skies Regional Council.
2. Members: The number of delegates depends on the size of the congregation and is determined by Regional Council.
3. Duties:
 - i. To develop as wide a knowledge as possible of all activities and programs in the Broadway United Church congregation and to be informed about official policies of the Council.
 - ii. To attend Regional Council meetings.
 - iii. To represent the Broadway Pastoral charge at Regional Council meetings and to transmit to Regional Council official actions and policies of the Council or congregation, as is necessary.
 - iv. To report regularly to the Council regarding Regional Council's, policies and events, particularly as they relate to the Broadway Pastoral charge.