

**FOREST HILL UNITED CHURCH**  
**CONSTITUTION AND BY-LAWS**  
**May, 2010**

**PLEASE READ PAGE 18 FOR RATIFICATION PROCESS**

**CONSTITUTION**

**I. GENERAL**

The purpose of this Constitution is to provide an administrative framework within which the congregation of Forest Hill United Church strives to meet its mission of contributing to Christ's work in the Kitchener-Waterloo area, Canada, and the world at large. Compatible with *The Manual* of the United Church of Canada, this Constitution is intended to promote the use of common sense and a spirit of cooperation in how Forest Hill United Church operates. *The Manual* of the United Church of Canada applies to all matters on which this Constitution is silent.

**II. VISION STATEMENT**

Through growth, transformation and leadership, sail as a flagship church, propelled by the winds of God.

**III. MISSION STATEMENT**

To Celebrate God, Be in Community, Reach Out to Others.

Forest Hill United Church will work to meet this mission in a variety of ways, including the following actions:

- a) maintain a warm, caring and open environment to minister to the needs of the members of Forest Hill United Church and to those who might choose this church as a spiritual home;
- b) spread our blessings to the community and the world through an active outreach program which includes support for the Mission and Service work of the United Church;
- c) support spiritual development by providing opportunities for Christian Education for people of all ages;
- d) provide regular worship services with active lay involvement and regular sharing of sacraments of communion and baptism;
- e) encourage and challenge members to contribute to the work of this church;
- f) maintain the building and facilities to support the work of this church and provide an opportunity for outreach within the community.

## **IV. THE CONGREGATION**

The congregation of Forest Hill United Church consists of several types of participants:

**Resident members** are confirmed individuals who have made a public profession of their faith in Jesus Christ and have been duly received into voting membership of this congregation.

**Non-Resident members** are confirmed individuals who currently do not worship at this church for geographic reasons, but have not yet transferred their membership to another congregation.

**Adherents** are individuals who actively support the life and work of this congregation, but have not chosen to become members. They may vote on temporal (congregational) matters.

## **V. AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended at a duly called congregational meeting, as described in By-law VIII. The quorum will be the lesser of twenty (20) and one-third (1/3) of the members and adherents in attendance eligible to vote. Notice of a motion to change the Constitution must be announced at the service(s) on each of the two (2) preceding Sundays on which public worship is held prior to the meeting, in the bulletin(s), in the newsletter, and on the web site. Copies of the proposed changes shall be made available to the congregation at the time of announcement.

# **BY-LAWS**

## **I. THE CHURCH BOARD**

### **1. Membership**

- a) these members are elected at a congregational meeting:
  - 1) Chair, Vice-Chair, and Secretary;
  - 2) Chairs of all Standing Committees;
  - 3) Presbytery Representatives, ( 4 per 301 members);
  - 4) Sufficient members-at-large to increase the Church Board to a maximum of thirty (30) members;
  - 5) One leader or designate of the following church activity groups or ministries (appointed by their representative committees);
    - i) U.C.W.;
    - ii) Men's Breakfast Club;
- b) all members of the Church Board and committee officers must be members of Forest Hill United Church and attend regularly Church Board and committee meetings;
- c) normally, each member of the Church Board shall serve on a standing committee according to interest or calling;

- d) any member of the immediate family of any current staff person at Forest Hill United Church shall not sit on or hold office on the Ministry and Personnel Committee. If this family member holds a position on the Church Board, he/she should declare a conflict of interest on any issue directly related to that staff member;
- e) a member of the Board may chair only one committee at a time, except under unusual circumstances;
- f) a minister called, settled or appointed to the congregation or an appointee of Waterloo Presbytery, must be in attendance at all Board meetings;
- g) the Treasurer of the congregation is a voting member if he/she is a member of the congregation. The Minister(s) who are called, settled or appointed, are ex officio, non voting members of the Church Board.

## **2. Duties**

- a) provide leadership in the life and work of this congregation;
- b) oversee goals for this congregation, Church Board, and its committees and staff that are consistent with this church's mission statement;
- c) arrange and conduct congregational meetings;
- d) oversee the production of a report on all congregational activities at least annually;
- e) approve changes to the Historic Roll as determined by the Congregational Life Committee;
- f) receive and make available to this congregation reports of Presbytery, Conference, and General Council, and provide input from Forest Hill United Church to these bodies in return;
- g) approve non-budgeted expenditures, capital or non-capital in nature, and approve transfers of monies among funds of this congregation;
- h) authorize borrowing of funds for the day-to-day operations of this congregation;
- i) communicate activities and minutes of the Church Board to this congregation;
- j) appoint ad hoc committees and determine their mandate and membership.

## **3. Term of Office**

The term of office on the Church Board will be two (2) years. Members may serve up to two (2) consecutive terms. A minimum of a one (1) year hiatus from the Church Board must occur after the second term. Those appointed to ad hoc committees shall serve only while holding that position. Exceptional circumstances will be addressed as needed.

#### **4. Meetings**

- a) The Church Board shall normally meet monthly, except in July and August;
- b) **Special** meetings may be called by the Chair, or at the request of the minister(s), Presbytery, or upon written request of at least five (5) members of the Church Board. Such meetings shall be held within fourteen (14) days of the presentation of the written request and shall consider and discuss only the business for which the meeting was called.

#### **5. Quorum**

A quorum at a Church Board meeting will consist of the lesser of twenty (20) and one-third (1/3) of those eligible to vote and in attendance. A called, settled or appointed minister of this congregation or an appointee of Presbytery, non-voting, who is not a member of this church, must be in attendance.

#### **6. Officers of the Church Board**

The officers are the Chair, Vice-Chair, and Secretary. Each officer serves in that position for a term of one (1) year, renewable within the parameters of the term of office (Section I, Sub-section 3).

- a) The Chair will preside over all meetings of the Church Board and all congregational meetings unless a Chair is appointed by Presbytery for that purpose. The Chair preserves order, conducts business, calls for motions and announces decisions made by the Board. After his/her term of office, the Chair will become the Past Chair and chair the Nominating Committee;
- b) The Vice-Chair will perform the duties of the Chair in his/her absence. This person will also receive requests for fund-raising activities and will keep a calendar of such. He/she is responsible for all Church Board communications to the congregation. After his/her term of office, it is normally expected that the Vice-Chair will become the Chair;
- c) The Secretary will keep the record of proceedings of the Church Board and congregational meetings, give copies of the minutes to all Board members and the church office within fourteen (14) days of the meeting, prepare and receive correspondence, keep all documents, and transmit records as requested to Presbytery.

#### **7. Rules of Order**

*Bourinot's Rules of Order* will apply at Board and congregational meetings. A motion must be moved and seconded, then be passed by a majority of those present who are eligible to vote. The Chair will vote only in case of a tie.

## **II. THE CHURCH BOARD EXECUTIVE**

### **1. Membership**

- a) Chair of the Church Board;
- b) Vice-Chair of the Church Board;
- c) Secretary of the Church Board;
- d) Minister(s) called, settled or appointed.

## **2. Duties**

- a) transact the routine business of the church, already approved in the annual budget and in accordance with the wishes of the Church Board;
- b) prepare an agenda for the Church Board meetings;
- c) normally meet monthly either in person or by other agreed-upon means of communication, including electronic or telephone poll;
- d) decide on rental applications;
- e) act on behalf of the Church Board in circumstances where the Church Board cannot reasonably be expected to act.

### **III. AD HOC COMMITTEES OF THE CHURCH BOARD**

Ad Hoc committees function at the request of the Church Board to accomplish a specific purpose and report directly to the Church Board. The mandates of Ad Hoc committees not covered in the By-Laws are listed in *The Manual* of The United Church of Canada. Members on these committees serve only for the duration of the committee's tenure.

### **IV. STANDING COMMITTEES OF THE CHURCH BOARD**

Standing Committees report to the congregation through the Church Board. The Chair of each committee, must be a member of Forest Hill United Church and of the Church Board. Other committee members must be members or adherents of the congregation.

#### **1. Membership**

- a) Chair;
- b) Vice-Chair;
- c) Persons who have volunteered for the committee;
- d) Others selected by the committee to enable it to fulfill its mandate effectively;
- e) Minister(s) called, settled or appointed as ex-officio, non-voting members.

#### **2. Duties**

- a) carry out duties as described in the Constitution and By-laws of Forest Hill United Church;
- b) review duties annually and prepare amendments as needed. Any amendments considered necessary must be referred to the Visioning Committee, which brings all amendments annually to a Church Board meeting for consideration;
- c) appoint an authorized signing officer for expense forms;
- d) decide when and how often to meet, but must meet at least once quarterly;
- e) submit an annual budget to the Finance Committee, upon request;
- f) submit a report for the congregational meeting(s), upon request;

- g) submit minutes of committee meetings to the church office and to each committee member;
- h) obtain Church Board approval for significant expenditures and non-routine plans prior to undertaking them.

### **3. Quorum**

A quorum at a duly called meeting of any Standing Committee will be fifty (50) percent of its members.

## **A. Christian Development Committee**

This committee shall study the educational and experiential needs of the congregation and provide leadership so that each individual at every stage of his/her development may know, love and serve God, as revealed in Jesus Christ. This committee shall seek to lead such individuals to a commitment to God in the fellowship of the church and to train them for intelligent and effective Christian life and service.

### **1. Duties**

- a) recruit and appoint Christian Development management and leaders for the Church School, youth groups, and for other Sunday and mid-week groups;
- b) plan departmental meetings, workers' conferences and workshops, and leadership training programs for the inspiration and training of those upon whom responsibility for the Christian nurture of children, youth, young people and adults rests;
- c) assist teachers, leaders, officers, and others to attend conferences, camps, institutes, workshops, and other leadership training opportunities at Five Oaks or elsewhere;
- d) arrange for such special needs as:
  - i. Bible study and adult learning opportunities;
  - ii. purchase and use of equipment for use by the Church School ;
  - iii. policy and standards of the church C.D. groups;
  - iv. annual church picnic;
  - v. installation of C.D. personnel;
  - vi. Vacation Bible School;
  - vii. nursery helpers;
- e) encourage the attendance of children, youth, young people, adults and families at church camps;
- f) oversee the activities of the **Library Committee** whose duties are:
  - i. obtain new books and periodicals for the library;
  - ii. promote the use of the library;
  - iii. catalogue the contents of the library;
  - iv. provide a regular opportunity for the congregation to withdraw books and periodicals;
  - v. ensure that the books and periodicals are returned promptly.

## **B. Communications Committee**

The Communications Committee is responsible for communications between the following:

- a) Church Board and the congregation;
- b) Church Board and all the groups and committees;
- c) Church Board and the general community;
- d) Sharing information within the congregation ie. minute messages after Church Board meetings.

### **1. Membership**

- a) Vice-Chair of the Church Board;
- b) Editor of the church newsletter;
- c) A/V co-ordinator;
- d) Internet co-ordinator;
- e) Photography co-ordinator;
- f) 2 members at large.

### **2. Duties**

- a) assess and work to meet the communication needs of the congregation;
- b) liaise between the congregation, the Board, the standing committees and the community at large;
- c) announce to the congregation information from the Board/Committees;
- d) prepare and publish the church newsletter as required;
- e) develop approaches to maximize the use of the bulletin boards and the outdoor sign;
- f) develop strategies for marketing and promoting our ministries ie. programmes and services, both in the church and in the community;
- g) be in frequent contact with the standing committees to determine their communication needs;
- h) establish and maintain a web page and other pertinent "e" programs;
- i) make announcements to the community ie. newspaper announcements and releases;
- j) train and schedule A/V technicians;
- k) maintain A/V equipment;
- l) create and maintain, along with the standing and ad hoc committees, the Church Board, and a Minister(s), a manual outlining current policies and procedures.

## **C. Congregational Life Committee**

The purpose of this committee is to facilitate newcomer integration, current member rejuvenation, and continuing active member commitment and participation.

### **1. Duties:**

- a) produce and maintain a directory of church groups and committees along with their appropriate contact people;
- b) maintain ongoing liaison and dialogue with the Lay Pastoral Care Committee;
- c) participate in services involving the welcoming of new members and their families, such as, baptism, profession of faith, transfers;

- d) oversee the maintenance of the Historic Roll of members within the categories established by The United Church of Canada;
- e) determine the number of members subject to Presbytery assessment;
- f) provide an opportunity for members to subscribe to *The United Church Observer*;
- g) support the formation of social and fellowship groups;
- h) oversee the organization of coffee hours after Sunday services;
- i) oversee the production of a photo directory every five (5) years or as required;
- j) co-ordinate` the mail box distribution of information.

#### **D. Finance Committee**

This committee is a reporting body responsible for updating the congregation regarding the financial status of Forest Hill United Church.

##### **1. Duties**

- a) review monthly financial statements;
- b) keep the congregation informed of this church's financial situation;
- c) organize the internal review of annual financial statements and procedures included in the annual report;
- d) prepare reviewed financial statements to be included in the annual report;
- e) draft a responsible annual budget, with the assistance of the Standing Committees, for approval at a congregational meeting;
- f) recommend action to the Church Board on unbudgeted financial expenses;
- g) select a Church Treasurer and recommend the appointment to the Church Board for approval. This person will become a member of the Finance Committee with a one (1) year renewable term of office. The Treasurer shall maintain financial records, ensure that all accounts are paid on time, and submit all necessary forms and payments to the governments;
- h) recruit member(s) of the congregation to serve as the Congregational Envelope Steward, to order envelopes and to track contributions. The Congregational Envelope Steward shall be an ex-officio member of this committee;
- i) recruit member(s) of the congregation to serve as the Church School Envelope Steward with duties as in (h) above;
- j) recruit a member of the congregation to serve as Head Counter and recommend the appointment to the Church Board. The Head Counter has a one (1) year renewable term of office;
- k) oversee the counting, recording and depositing of weekly contributions through counting teams organized by the Head Counter;

- l) with the exception of the Endowment Fund, manage the church funds, including short-term investments. All investment activity shall be reported to the Church Board. Any investments with a term of more than six (6) months require approval of the Church Board;
- m) review the financial books of the U.C.W., Men's Breakfast, and the Choir.

## **E. Ministry and Personnel Committee**

This committee is a consultative and supportive body for the staff, members and adherents of this congregation.

### **1. Duties**

- a) assist and support the staff of Forest Hill United Church to fulfill their duties;
- b) promote positive working relationships among the church staff and congregation;
- c) establish salary and benefit budgets for church staff, set the rate of honorarium or remuneration for the Church Treasurer, establish guidelines on working conditions, and recommend the approval of these budgets and guidelines to the Church Board;
- d) discuss with the Finance Chair and Treasurer salaries and/or changes before they are made effective;
- e) review and evaluate the effectiveness of new church staff on a semi-annual basis, and others annually;
- f) review the goals and responsibilities set by the Ministerial Staff for each year and provide support when needed;
- g) review and support continuing educational needs of staff;
- h) arrange for pulpit/organ/piano supply, as needed, in consultation with the Worship and Music Committee;
- i) maintain a close liaison with the Presbytery Pastoral Relations Committee;
- j) seek out and screen upon request applicants for any non-ministerial position within the congregation and recommend a suitable candidate to the Church Board;
- k) prepare the case for the dismissal of a member of the Church staff upon request when such action is warranted, and recommend that the Church Board initiate dismissal procedures in conjunction with the Waterloo Presbytery, as appropriate.

## **F. Nominating Committee**

### **1. Membership**

- a) immediate Past Chair of the Church Board
- b) Vice-Chair of the Church Board
- c) member(s)-at-large from the Church Board to make a viable committee.

## **2. Duties**

- a) recruit members of the congregation to serve as members of the Church Board;
- b) nominate the Officers of the Church Board;
- c) nominate the Chairs of the Standing Committees;
- d) recruit up to four (4) members of the congregation to be lay members of Waterloo Presbytery;
- e) recruit two (2) lay members of the congregation to serve as Forest Hill United Church representatives to the Waterloo Presbytery Extension Council;
- f) recruit members of the congregation to serve on the Board of Trustees, if necessary;
- g) recruit Independent Reviewers and signing officers for appointment for the ensuing year;
- h) present a nomination report at a congregational meeting and propose its adoption.

## **G. Outreach Committee**

This committee shall promote a consciousness on the part of the congregation of the Church's dual mandate of justice and mission, through the collection and dissemination of information on world and local needs.

### **1. Duties**

- a) serve as a resource group of committed persons within the congregation who are dedicated to extend the outreach of the Church locally, nationally and internationally;
- b) plan and conduct at least one (1) outreach worship service each year;
- c) provide suitable outreach material for the bulletin and the newsletter;
- d) distribute and promote materials from The United Church of Canada to the appropriate groups and provide necessary information and education to the congregation;
- e) conduct and co-ordinate special financial appeals for funds;
- f) recommend the target for the Outreach portion of this congregation's financial campaigns;
- g) allocate congregational givings for outreach purposes on the basis of the criteria proposed by the Committee and approved by the Church Board;
- h) form ad hoc committees as required to meet special outreach needs.

## **H. Pastoral Care Committee**

This committee serves with the Minister(s) (called, settled, or appointed) to meet the pastoral needs of the church community.

### **1. Duties**

- a) assess the pastoral needs of the congregation;
- b) explore the various approaches to lay pastoral ministry that meet our expressed needs: ie. prayer group ministry, prayer shawl ministry, visiting shut-ins, new family visitations, greeting card ministry, and worship at retirement homes;
- c) develop and facilitate new approaches that will meet the needs of our pastoral care ministry;
- d) evaluate our pastoral care approaches and adjust them as required;
- e) co-ordinate our lay pastoral care ministry;
- f) develop and carry out a training program for those involved in the lay pastoral care ministry.

## **I. Property and Facilities Committee**

This committee looks after the maintenance of the church building and property.

### **1. Duties**

- a) plan, repair and maintain the grounds, building and all equipment;
- b) be responsible for annual maintenance contracts;
- c) purchase custodial supplies and equipment;
- d) work in conjunction with the Ministry and Personnel Committee to find suitable candidates for custodial position(s), define the duties of the custodian, and assist in setting custodial salaries;
- e) investigate and consult with the Visioning Committee on major capital projects;
- f) issue church keys and codes for alarm system, and keep a record in the office of their distribution to ensure the security of the church building;
- g) set guidelines for the use of the facilities;
- h) prepare and oversee the budget pertaining to utilities, insurance (in consultation with the Board of Trustees), and maintenance;
- i) prepare a rolling three (3) year capital maintenance plan, updated by regular building assessments every two (2) – three (3) years.

## **J. Special Gifts and Memorials Committee**

This committee ensures that memorial gifts and donations are used for the beautification and enhancement of the church building and are of a long-lasting or permanent nature.

### **1. Duties**

- a) research and maintain a list of needs or desires, approved by the Church Board, and made known to the congregation, which would be suitable for memorial gifts, consistent with the mission of Forest Hill United Church;
- b) provide funeral homes with our church's memorial cards;
- c) provide advice and recommendations to families as to suitable gifts or memorials;
- d) consult with the family when memorial donations for any one person exceed the amount of \$500 to ascertain if they wish to designate the purpose for which the funds are to be used;
- e) ensure that memorial donations for any one person which do not total more than \$500 are used appropriately in consultation with the Church Board;
- f) ensure that designated funds are used for the purpose negotiated, either immediately or when sufficient funds have been accumulated to achieve that purpose;
- g) ensure suitable acknowledgements of memorial gifts and donations, including a suitably inscribed Memorial Book;
- h) promote our Memorial and Endowment Funds, through appropriate means, to members of the congregation. Gifts to the Endowment Fund may take the form of cash, cheques, bequests, life insurance, equities or other approved financial vehicles, designating Forest Hill United Church as the beneficiary. The interest accumulating from the fund, or capital amounts if deemed advisable, shall be used for special needs of a capital nature, and not for the daily operational expenses of the church.

## **K. Stewardship Committee**

### **STEWARDSHIP=TIME+TALENT+TREASURE**

This committee plans and executes the Stewardship campaign, in conjunction with the Finance Committee.

#### **1. Membership** (ten (10) members including):

- a) Church Treasurer (ex officio);
- b) Chair or representative from the Finance Committee, Outreach Committee, Christian Development Committee, and Worship and Music Committee;
- c) two (2) UCW members;
- d) one (1) member from Men's Breakfast;
- e) two (2) members of the congregation.

#### **2. Duties**

- a) develop a year-round emphasis on Christian stewardship through various media for all ages;

- b) work closely with the called, settled or appointed minister(s) to make stewardship a thread through all the congregation's worship and work;
- c) promote and cultivate a sense of Christian commitment among all members of the church family, young and old, in their use of time, talents and treasures in their service to God. Review and evaluate annually;
- d) keep informed of and promote the use of stewardship resources in the congregation;
- e) plan and organize an annual stewardship campaign using current stewardship program(s) recognized by the United Church of Canada. Each year, evaluate and revise the program(s) as necessary;
- f) promote giving from accumulated resources (wills, life insurance, stocks etc.);
- g) promote PAR and other ways of giving;
- h) lead the congregation in setting stewardship objectives through education, consultation and planning with the committees of the Church Board;
- i) ensure, in conjunction with the Outreach Committee, that a just proportion is maintained between money spent for local expenses and remitted for the Mission and Service Fund of the United Church of Canada as per *The Manual*, "Duties of the Stewardship Committee," section iii;
- j) establish and maintain on-going communication between the Stewardship Committee and the Church Board, all groups and committees, and the congregation in general.

## **L. Visioning Committee**

This committee supports the overall goal planning of a longer-term nature and the direction of Forest Hill United Church in its continuing mission.

### **1. Duties**

- a) conduct visioning forums with the committees to ensure an on-going and vibrant future for Forest Hill United Church;
- b) recruit members of the congregation to serve on an Historical Committee whose duties are to develop and maintain an archive of the life and work of our congregation, both written and pictorial, and to arrange for safe storage of such documents;
- c) review the constitution every three (3) years;
- d) bring any constitutional amendments from the Standing Committees to a Church Board meeting for consideration;
- e) present constitutional amendments approved by the Church Board to a congregational meeting for ratification;
- f) consult with the Property Committee and other committees as appropriate about long-term planning and the needs of the congregation and recommend long-range plans to the Church Board;
- g) ensure that each committee Chair has a copy of the constitution annually;

- h) oversee the borrowing of the digital camera for church use only.

## **M. Worship and Music Committee**

The purpose of this committee is to collaborate with the minister(s) called, settled or appointed, Director of Music, musicians and staff in all matters pertaining to worship and music.

### **1. Duties**

- a) be responsible for all matters having to do with the order, time, place and conduct of corporate worship;
- b) arrange for special services and pulpit supply for special occasions, in consultation with the Ministry and Personnel Committee;
- c) arrange lay support for the sacrament of Holy Communion;
- d) prepare a roster for weekly lay readers, ushers, and greeters;
- e) support the work of our choirs and other musical/drama groups;
- f) be responsible for all monetary gifts given for the purposes of this congregation's music ministry, in consultation with the Director of Music, accompanist and/or band leaders;
- g) consult with the Ministry and Personnel Committee to arrange for alternate accompanist/pulpit supply;
- h) consult with the Ministry and Personnel Committee in the selection of Director of Music and Accompanist and recommend these appointments to the Church Board;
- i) oversee the administration of the Jim Hunt Youth Arts Award Selection Committee, approved at a congregational meeting, composed of no fewer than two (2) and no more than six (6) members of Forest Hill United Church, who will serve a term of three (3) years, renewable once. The Director of Music, or designate, chairs this committee in a non-voting capacity;
- j) oversee the work of the **Chancel and Flower Committee**, whose duties are to:
  - i. change table linens, antependia and banners in the sanctuary according to the liturgical season;
  - ii. ensure adequate candle supply;
  - iii. wash linens and clean brass;
  - iv. arrange flowers for Sunday worship;
  - v. decorate the sanctuary for special occasions.

## **V. REPRESENTATIVES TO PRESBYTERY**

Representatives must be members in good standing of Forest Hill United Church. The term of office will be two (2) years, renewable. The number of representatives elected at a congregational meeting depends on the size of the congregation. [4 per 301 or more **resident** members]

## **1. Duties**

- a) attend meetings of Waterloo Presbytery;
- b) serve on a committee of Presbytery;
- c) report to the Church Board on meetings and actions of Presbytery;
- d) seek guidance from the Church Board on policy issues of significance to this church that will be raised at Presbytery meetings;
- e) upon request, submit an annual written report to the congregation regarding Presbytery and Conference activities.

## **VI. BOARD OF TRUSTEES**

The Board of Trustees shall consist of members in good standing of Forest Hill United Church with a term of office in accordance with the provisions of *The Manual* of The United Church of Canada. The Nominating Committee of the Church Board is responsible for recruiting suitable candidates to serve on the Board of Trustees. Election of these trustees will take place at a congregational meeting.

### **1. Membership**

The Board of Trustees will consist of not fewer than three (3) and not more than fifteen (15) members, including a minister, ex-officio. The Chair shall be the called, settled or appointed member of the Order of Ministry, with a Deputy Chair appointed from its members to act as chair should the need arise.

### **2. Meetings**

They will meet at least annually, not more than four (4) months prior to a congregational meeting, at the call of the Chair of the Board of Trustees, normally the minister or his/her designate. Any additional meetings may be held at the call of the Chair of the Board of Trustees, at the request of the Church Board or of any two (2) Trustees. At least one (1) day's notice is needed for these meetings and seven (7) days' notice for special meetings.

### **3. Duties**

- a) administer trust deeds related to all land, real and personal property and premises acquired for the use of this congregation;
- b) acquire, sell, mortgage, exchange or lease real or personal property of the congregation, with the prior written approval of the Presbytery, the Church Board and the congregation;
- c) enlarge, demolish, rebuild or effect major renovations to any building held for the congregation, with the prior written approval of the Presbytery, the Church Board and the congregation;
- d) consider litigation or any legal proceedings in connection with Forest Hill United Church;

- e) maintain adequate insurance coverage on the building and its contents, and review such coverage annually;
- f) approve any project contract involving renovation, enlarging or rebuilding of the building or property of Forest Hill United Church;
- g) oversee the management of the Jim Hunt Youth Arts Award Fund, in consultation with the Church Board, the Worship and Music Committee and the Jim Hunt Youth Arts Award Committee;
- h) oversee the management of the Endowment Fund of Forest Hill United Church, in consultation with the Church Board, and ensure that the funds are to be used only for capital needs and not for daily expenses of the Church;
- i) provide minutes of all meetings to the church office, the Secretary of the Church Board, and all trustees;
- j) other duties as stated in Appendix II of *The Manual of The United Church of Canada*.

## **VII. UNITED CHURCH WOMEN (U.C.W.)**

All women of Forest Hill United Church are considered to be U.C.W. members, whether they actively participate in the monthly meetings or not. The U.C.W. has its own executive consisting of a President, Secretary and Treasurer. The President, or designate, is automatically a member of the Church Board. Monies of the U.C.W. are kept separately from the monies of the congregation. The U.C.W. contributes to the life and work of this church in many ways including the following:

- a) educate U.C.W. members and members of the congregation on issues facing the Church at the local, national and international levels and initiate action where appropriate;
- b) provide financial support through fundraisers to a variety of worthwhile groups, such as, Mission and Service activities, Christian Children's Fund, local charities, students in ministry, C.G.I.T., Explorers, etc. The selection of activities to support is made by the U.C.W. membership;
- c) help in the ministry of this church by financing the purchase of cards to members to commemorate special events, such as, marriage, birth, get well, sympathy;
- d) arrange for food and beverages at special church events and funeral services, if requested;
- e) buy supplies (tea, coffee, sugar, juice crystals) for use in the coffee hour after regular Sunday services of worship;
- f) provide financial support to this church for building and furnishings, determined by the U.C.W. in consultation with the Church Board.

## VIII. CONGREGATIONAL MEETINGS

At **fiscal** and **governance** congregational meetings, members and adherents of this congregation will be allowed to vote according to the terms of *The Manual*. The Board Chair may decide to have a vote by paper ballot on a contentious issue. A quorum at such a meeting will be the lesser of twenty (20) and one-third (1/3) of the members and adherents eligible to vote and in attendance, as well as a minister called, settled, or appointed to the congregation or an appointee of Presbytery, non-voting, who is not a member of Forest Hill United Church.

- a) The date of the **fiscal** meeting, held in January or early February, will be selected by the Church Board and will be announced at the services of worship on each of the two (2) preceding Sundays on which public worship is held prior to the meeting, in the bulletin(s), in the newsletter, and on the web site. Copies of the proposed budget, etc., shall be made available to the congregation at the time of announcement.

The purposes of this meeting are to:

- receive reviewed financial statements for the past year;
- approve the financial budget for the upcoming year;
- approve the appointment of the Treasurer for the upcoming year;
- approve the appointment of Independent Reviewers for the upcoming year;
- consider the relevant business of the church;
- ratify any transfers of monies among the funds of the congregation;
- establish, eliminate or consolidate any funds of the congregation.

- b) The **governance meeting** will normally be held in May at the discretion of the Church Board. This meeting will be announced at the services of worship on each of the two (2) preceding Sundays on which public worship is held prior to the meeting, in the bulletin(s), in the newsletter, and on the web site. Copies of items for discussion shall be made available to the congregation at the time of announcement.

The purposes of this meeting are to:

- vote for new members for the Church Board;
- vote for new members for the Board of Trustees;
- ratify any changes to the Constitution;
- consider the relevant business of the church;
- receive the reports outlining church activities for the past year.

- c) **Special congregational meetings** may be called by the minister(s), the Church Board, the Presbytery, or a petition of at least ten (10) members of the congregation. Special meetings must be announced at the services of worship at least fifteen (15) days prior to the meeting, in the bulletin(s), on the web site and in the newsletter, if possible. Such an announcement must state the purpose of the meeting. The business conducted at the meeting will be confined to the announced purpose of the meeting. A quorum at such a meeting will be the lesser of twenty (20) and one-third (1/3) of the members and adherents eligible to vote and in attendance, as well as a minister called, settled or appointed to the congregation or an appointee of the Presbytery, non-voting, who is not a member of this Forest Hill United Church.

## IX. AMENDMENTS TO THE BY-LAWS

The By-laws of Forest Hill United Church may be amended at a duly called congregational meeting. A quorum at such a meeting will be twenty (20) and one-third (1/3) members and adherents in attendance.

Notice of a motion to change the By-laws must be announced at the service(s) of worship on each of the two (2) preceding Sundays on which public worship is held prior to this meeting, in the bulletin(s), in the newsletter, and on the web site. Copies of the proposed changes shall be made available to the congregation at the time of announcement.

Approved by the Church Board, \_\_\_\_\_  
Date

Approved by the Congregation, \_\_\_\_\_  
Date

## **RATIFICATION PROCESS**

### **Background**

1. Most changes and corrections from the 2004 document were advised by Judith Johnston from Conference Office. They relate to *The Manual*.
2. The Planning Committee has revised and corrected the 2004 document.
3. The Church Board ratified the complete document on April 20 before sending it to the congregation on May 16 for final ratification.
4. An amendment may be a request that new information be added, or an amendment may request that current information be changed. An amendment should be of some importance, and not just gentle re-wording.
5. Corrections including spelling, punctuation etc. and incorrect information ie statistics, may be made immediately.
6. At the congregational meeting on May16, all members and adherents in attendance are allowed to vote.

### **Process**

1. Read the document carefully, particularly the descriptions of the new committees: Communications p.7, Pastoral Care p.11, Stewardship p. 12 and Visioning p. 13.
2. If you want to make an amendment(s) on any section that is not mandated by *The Manual*, send the amendment(s) with your name and the name of the seconder(s) to Ken Carter by May10. The email address is [carj@golden.net](mailto:carj@golden.net) or call your request into the church office. ( 510 744-3481) Identify the item by page and other information.  
( p.16 UCW (b) )
3. At the meeting on May 16, a motion will be made and seconded that we accept the 2010 document.
4. We shall then vote on the amendments. Each mover or seconder and a member of the Planning Committee will be able to speak to the amendment for a designated period of time (depending on the number of amendments).We shall then vote on the motion to accept the amended 2010 document.

Planning Committee

