

# **CONSTITUTION**

**St. Paul's United Church  
Edmonton, Alberta**

**2017**

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# **St. Paul's United Church**

**Edmonton, Alberta**

## **Vision of our Congregation**

We will be a spiritual home where: God and Jesus Christ are celebrated; diversity is embraced; and people are nurtured so that we can serve others.

## **Mission of our Congregation**

We will provide services, programs, and opportunities to build, to strengthen and to enrich our faith so that we can better serve our families, our communities, and our world.

## **Statement of Affirmation**

St. Paul's United Church is an Affirming Congregation within the United Church of Canada. As such we reach out with love and acceptance to all those who come through our doors regardless of sexual orientation, age, gender, racial or ethnic background, differing abilities, economic or cultural background. As a community of faith, we strive to make St. Paul's United Church a safe place for all and a voice for social justice.

## **1. THE OFFICIAL BOARD**

There shall be an organization known as the Official Board, which shall be responsible for governing the affairs of St. Paul's United Church through leadership and by implementing the wishes of the congregation. The Official Board's overarching responsibility is to develop and implement a long term strategic plan and policies for the well-being of St. Paul's United Church with the support and involvement of the congregation.

- 1.01 Generally, the Official Board shall fulfill those duties of the Session and the Committee of Stewards as outlined in the Manual of the United Church of Canada.
- 1.02 The Official Board shall be responsible for the oversight of the spiritual interests of the congregation in conjunction with the Ministerial staff.
- 1.04 The Official Board shall manage the temporal and financial affairs of St. Paul's United Church.
- 1.05 The Official Board has the authority to enlarge the duties of Standing Committees and to shift duties among Standing Committees as it deems appropriate.
- 1.06 The Official Board has the authority to fill vacancies in its membership, including chairpersons of standing committees as they may occur between Annual Congregational Meetings.
- 1.07 The Official Board shall approve for presentation to the congregation all matters requiring congregational approval.
- 1.08 The Official Board shall approve the annual budgets and annual financial statements for presentation at the Annual Congregational Meeting.
- 1.09 The Official Board shall authorize the borrowing of funds which are expected to be repaid as soon as is feasibly possible, providing two-thirds of its members agree.
- 1.10 The Official Board may approve non-budgeted capital expenditures for any project or asset to a maximum of \$50,000, providing two-thirds of its members agree.

## **2. OFFICIAL BOARD MEMBERS**

- 2.01 St. Paul's United Church members and adherents are eligible to be elected as Official Board Members.
- 2.02 The Official Board shall consist of up to 15 elected members and the ex-officio members.

- 2.03 The ministers shall be ex-officio members of the Official Board.
- 2.04 Official Board Members shall be the Officers, the Secretary and the Chairpersons of the Standing Committees.
- 2.05 The Chairperson shall normally be elected for one term of two years. Other Official Board Members shall be elected for a three year term.
- 2.06 Official Board Members may be elected to serve a second consecutive three year term, following which that member may not serve on the Official Board for a period of at least one year.
- 2.07 An Official Board Member who is absent without noted cause from three consecutive meetings of the Official Board shall cease to be an Official Board Member, unless otherwise determined by the Official Board.

### **3. DUTIES OF OFFICIAL BOARD MEMBERS**

- 3.01 Duties of Official Board Members include those duties assigned to members of the Session and to members of the Committee of Stewards as outlined in the Manual of the United Church of Canada.

### **4. OFFICIAL BOARD OFFICERS**

- 4.01 Official Board Officers shall be a Chairperson, a Vice-Chairperson, and a Treasurer.

### **5. DUTIES OF THE OFFICIAL BOARD CHAIRPERSON**

- 5.01 The Chairperson shall call and chair regular and special meetings of the Official Board.
- 5.02 The Chairperson shall call and chair meetings of the Executive Committee.
- 5.03 The Chairperson shall act as a liaison between the Official Board, the Executive Committee, the congregation, and the ministers.
- 5.04 The Chairperson shall give guidance and advice to Standing Committees as required.
- 5.05 The Chairperson shall attend Standing Committee meetings at the Chairperson's discretion.

5.06 The Chairperson shall ensure the Official Board, Standing Committees, and Teams carry out the duties assigned to each.

5.07 The Chairperson shall oversee and ensure all decisions of the Official Board are implemented.

## **6. DUTIES OF THE OFFICIAL BOARD VICE-CHAIRPERSON**

6.01 The Vice-Chairperson shall chair meetings of the Official Board and the Executive Committee in the absence of the Chairperson.

6.02 The Vice-Chairperson shall assist the Chairperson in the performance of his or her duties.

6.03 The Vice Chairperson shall act as liaison between Teams and the Executive Committee and/or the Official Board and shall arrange for items to be prepared for consideration and/or attendance of Team Chairpersons at Executive and/or Official Board meetings as required.

## **7. DUTIES OF THE OFFICIAL BOARD TREASURER**

7.01 The Treasurer shall keep proper records of all receipts, disbursements, assets and liabilities of St. Paul's United Church.

7.02 The Treasurer shall prepare a financial report for presentation at each regular Official Board meeting and as otherwise required by the Official Board and for the Annual Congregational Meeting.

7.03 The Treasurer shall complete the financial forms and filing requirements of Presbytery, United Church of Canada, and Canada Revenue Agency in order to maintain St. Paul's United Church charitable status.

7.04 The Treasurer shall issue official income tax donation receipts at least annually.

## **8. DUTIES OF THE OFFICIAL BOARD SECRETARY**

8.01 The Secretary shall perform the duties of the Clerk of Session as defined in the Manual of the United Church of Canada.

8.02 The Secretary shall take and keep minutes of all Official Board meetings, including a record of motions carried and defeated.

- 8.03 The Secretary shall distribute to Official Board Members agendas, minutes, and any other relevant documents for their meetings.
- 8.04 The Secretary shall receive and send Official Board correspondence.
- 8.05 The Secretary shall ensure all relevant Official Board agendas, minutes, amendments, reports, correspondence, and other documents are properly organized and given annually to the church administrator for archiving.

## **9. OFFICIAL BOARD MEETINGS**

- 9.01 The Official Board shall meet a minimum of five times per year, usually in the months of January, April, June, September, and November or as called by the Chairperson, or as provided in the Manual of the United Church of Canada.
- 9.02 The Official Board quorum at a meeting shall consist of two-thirds of Official Board Members, or proxies, and shall include a member of the Order of Ministry and one Official Board Officer. When a Committee Chairperson is unable to attend the Official Board Meeting that Chairperson may select a representative of the committee to attend as a proxy and vote at the meeting.
- 9.03 The Official Board voting at a meeting shall normally be by a show of hands unless voting by ballot is requested.
- 9.04 The Chairperson shall have only a deciding vote.

## **10. EXECUTIVE COMMITTEE**

- 10.01 The Executive Committee shall be a committee of the Official Board.
- 10.02 The Executive Committee shall consist of the Official Board Chairperson and Vice-Chairperson, the Standing Committee Chairpersons of Stewardship and Finance, and one Ministerial Representative. The Executive Committee has the authority to add to its membership on an ad hoc basis.
- 10.03 The Executive Committee quorum is three members including either the Chairperson or the Vice-Chairperson.



## **DUTIES OF THE EXECUTIVE COMMITTEE**

- 10.04 The Executive Committee shall meet 4 times a year, usually March, May, October, and December and as called by the Chairperson, to manage the operational aspects of the church.
- 10.05 The Executive Committee shall plan meetings for the Official Board.
- 10.06 The Executive Committee shall promote the plans and policies of the Official Board.
- 10.07 Establish a rental policy for use of church facilities and set rental rates in consultation with the church administrator.
- 10.07 The Executive Committee shall report on its activities to the Official Board.
- 10.08 The Executive Committee shall refer matters relating to general policy and planning to the Official Board.
- 10.09 The Executive Committee shall liaise with the various Standing Committees.
- 10.10 The Executive Committee shall enlist members of the congregation to assist in special projects and committees.

## **11. STANDING COMMITTEES**

- 11.01 There shall be the following Standing Committees of the Official Board:
  - Finance
  - Membership and Congregational Care
  - Ministry and Personnel
  - Property
  - Social Justice
  - Spiritual Nurture
  - Stewardship
  - Worship
- 11.02 Standing Committee Chairpersons shall be a member on the Official Board.
- 11.03 Standing Committee Chairpersons shall be elected for a three year term by the congregation at the Annual Congregational Meeting.
- 11.04 St. Paul's United Church members and adherents are encouraged to serve on a Standing Committee.

- 11.05 St. Paul's United Church Ministers are ex officio members of all Standing Committees, with the exception of Ministry and Personnel.
- 11.06 Each Standing Committee shall designate a Vice-Chairperson or alternate to carry out the duties of their committee Chairperson in his or her absence, if required.

#### **DUTIES OF THE STANDING COMMITTEES**

- 11.07 Each Standing Committee is expected to meet at least 3 times per year and shall establish a quorum for their meetings at their first meeting after the Annual Congregational Meeting.
- 11.08 Standing Committees shall meet apart from the Official Board to deal with the duties outlined for the Standing Committees and bring issues and recommendations to the Official Board.
- 11.09 Standing Committees shall ensure accurate minutes and related statements and documents presented at their duly constituted meetings are kept for distribution to their members and given annually to the church administrator for archiving.
- 11.10 Standing Committees shall seek members for their committees in concert with the Recruitment Team, in order to best use the time and talents of congregation members and adherents.
- 11.11 Standing Committees shall prepare an annual budget for their committee in consultation with the Finance Committee.
- 11.12 Standing Committees shall work cooperatively with other Standing Committees and Teams as required.

#### **12. FINANCE COMMITTEE**

- 12.01 The Finance Committee shall ensure proper planning, management, administration and reporting of St. Paul's United Church financial affairs.
- 12.02 The Finance Committee shall consist of people who are St. Paul's United Church members and adherents. The Treasurer will be an ex officio member of the committee.

#### **DUTIES OF THE FINANCE COMMITTEE**

- 12.03 Formulate and oversee implementation of financial policies and procedures which govern the administration of St. Paul's United Church funds and financial actions.

- 12.04 Prepare an annual budget in consultation with Standing Committees for discussion with the Official Board and approval at the Annual Congregational Meeting.
- 12.05 Ensure accurate and appropriate records are maintained to account for all assets liabilities, receipts and disbursements of St. Paul's United Church in accordance with generally accepted accounting principles.
- 12.06 Oversee the control and administration of weekly offerings including setting counting procedures, arranging for counters, and ensuring weekly offertory reports and bank deposits meet St. Paul's United Church requirements.
- 12.07 Ensure timely completion of all financial requirements of Presbytery, United Church of Canada, and Canada Revenue Agency to maintain St. Paul's United Church charitable status.
- 12.08 Report regularly to the Official Board and Standing Committees on the financial status of the Standing Committees and St. Paul's United Church overall.
- 12.09 Recommend to the Chairperson of the Official Board at least two people to perform an annual review of St. Paul's United Church financial records, to be elected at the Annual Congregational Meeting.

**13. MEMBERSHIP AND CONGREGATIONAL CARE COMMITTEE**

- 13.01 The Membership and Congregational Care Committee shall liaise with St. Paul's United Church congregation to nurture the spirit of belonging, provide support and encouragement, and undertake those activities which strengthen relationships and enhance our sense of community.

**DUTIES OF THE MEMBERSHIP AND CONGREGATIONAL CARE COMMITTEE**

- 13.02 Provide care for the congregation through visitations, phone calls, written communication, and other appropriate support and follow-up, in conjunction with the ministers and church administrator.
- 13.03 Provide opportunities for the congregation to meet and get to know each other.
- 13.04 Organize and produce resources such as a photo directory and name tags that support knowing each other.
- 13.05 Assist new members to become "at home" in the congregation.

**14. MINISTRY AND PERSONNEL COMMITTEE**

- 14.01 The Ministry and Personnel Committee shall provide a confidential setting for consultation with, and support and assessment of all St. Paul's United Church ministers and staff.

**DUTIES OF THE MINISTRY AND PERSONNEL COMMITTEE**

- 14.02 Foster an environment of trust, openness, respect, and understanding among staff members, and between staff and congregation.
- 14.03 Regularly review and update staff position descriptions, authorities, and the inter-relationship of responsibilities, ensuring clarity of roles and efficiency in operations.
- 14.04 Support and encourage each staff member, through ongoing constructive feedback, annual reviews and performance evaluation, appropriate working conditions, and fair remuneration.
- 14.05 Consult with staff on continuing education and provide resources commensurate with United Church of Canada policy for learning and development that nurtures the staff member, and contributes to the mission of St. Paul's United Church and the wider community.
- 14.05 Implement human resource policies as outlined by United Church of Canada.
- 14.06 Oversee recruitment, retention, and departure of all non-ministerial permanent and temporary staff at St. Paul's United Church.

**15. PROPERTY COMMITTEE**

- 15.01 The Property Committee shall be responsible for the overall care of St. Paul's United Church building, grounds, equipment, furniture, fixtures and space.

**DUTIES OF THE PROPERTY COMMITTEE**

- 15.02 Assess regularly the need for repair, maintenance, upgrading and/or renovation of St. Paul's United Church physical property and grounds.
- 15.03 Organize volunteers, arrange to hire trade personnel and/or equipment, and/or put in place contracts to carry out required work identified from assessment above.

- 15.04 Provide direction to church custodian and annually participate in evaluating the performance of the church custodian.
- 15.05 Provide supplies and equipment for janitorial services, basic maintenance and repair, and grounds care.
- 15.06 Ensure the organ, pianos, and other Sanctuary furnishings and equipment are in good working order.
- 15.08 Establish a security policy and maintain security of the building, including control and coordination of security keys and pass codes with church administrator.
- 15.09 Ensure adequate and appropriate insurance is maintained.
- 15.10 Prepare and maintain a 10 year rolling capital plan to estimate and prioritize capital expenditures.

**16. SOCIAL JUSTICE COMMITTEE**

- 16.01 The Social Justice Committee shall bring to the attention of the congregation social justice issues affecting people locally, nationally and internationally.
- 16.02 The Social Justice Committee shall encourage participation in social justice activities by the congregation.

**DUTIES OF THE SOCIAL JUSTICE COMMITTEE**

- 16.03 Oversee social justice activities within St. Paul's United Church.
- 16.04 Provide information and research through various means to the congregation on social justice issues, and encourage engagement on these issues.
- 16.05 Respond to expressed Social Justice issues on their own or in partnership with others consistent with the policies and vision of St. Paul's United Church.
- 16.06 Collaborate with other congregations to increase awareness of city wide affirming and social justice opportunities.
- 16.07 Implement activities that further St. Paul's United Church awareness of and participation in reconciliation with Indigenous Peoples, and respond to the applicable Calls to Action of the Truth and Reconciliation Commission.

**17. SPIRITUAL NURTURE COMMITTEE**

- 17.01 The Spiritual Nurture Committee shall foster an environment in which individuals can explore their faith and discern their spiritual gifts and abilities.

**DUTIES OF THE SPIRITUAL NURTURE COMMITTEE**

- 17.02 Maintain an overview and regularly assess the spiritual learning needs and interests of St. Paul's United Church children, youth, and adults.
- 17.03 Develop or obtain integrated programs, activities, and initiatives that enhance spiritual growth and development of the congregation and that respond to the needs of the local community.
- 17.04 Recruit and develop leaders, and provide resources necessary to support and encourage spiritual growth programs, activities, and initiatives.

**18. STEWARDSHIP COMMITTEE**

- 18.01 The Stewardship Committee shall promote the concept of stewardship in its broadest sense to all parts of the congregation.

**DUTIES OF THE STEWARDSHIP COMMITTEE**

- 18.02 Ensure church attendees are warmly greeted and supported in their worship experience.
- 18.03 Increase the congregation's awareness of the outreach mission of the United Church of Canada, and how they can gift time, talents and financial resources to outreach projects and programs of St. Paul's United Church and the wider church.
- 18.04 Implement and maintain a "time and talent" inventory for St. Paul's United Church congregation and collaborate with Ministers, Official Board, Standing Committees and Teams to utilize these gifts.
- 18.05 Plan and consult closely with the Finance Committee and other committees as appropriate when special financial appeals are undertaken.
- 18.06 Encourage a strong level of commitment to stewardship initiatives from the congregation through education, promotion, and information sharing

## **19. WORSHIP COMMITTEE**

- 19.01 The Worship Committee shall oversee all matters involved in worship services and special church services.
- 19.02 Membership of the Worship Committee shall consist of the Chairperson and other members as necessary to widely represent the congregation. The Music Director is an ex officio member.

### **DUTIES OF THE WORSHIP COMMITTEE**

- 19.03 Consult with Ministerial and Music staff regarding the content, order and timing of worship services, ensuring appropriate celebration of the seasons of the Christian year and other special days.
- 19.04 Make arrangements for Communion services including preparation of the elements and other materials, and recruit servers and any other required personnel.
- 19.05 Make arrangements for Baptism and Confirmation services.
- 19.06 Maintain an attractive and appropriate setting for worship, including items such as flowers, candles, banners, and other art forms.
- 19.07 Encourage development of various forms of worship appropriate to the congregation and utilize the talents and feedback of the congregation in planning and leadership.
- 19.08 Ensure there is pulpit and music leadership when regular staff are away.
- 19.09 Develop and maintain policies on baptism, confirmation, weddings, and funerals in consultation with Ministerial leadership.

## **20. TEAMS**

- 20.01 Teams at St. Paul's United Church shall have continuing responsibilities but, by their nature, do not require Standing Committee status on the Official Board. The Teams are Faith Lift and Recruitment and the Affirm Team. The Official Board may sanction the establishment of additional Teams.

## **21. FAITH LIFT TEAM**

- 21.01 Faith Lift was established to support United Church Campus Ministry at the University of Alberta.
- 21.02 United Church Campus Ministry is sponsored by St. Paul's United Church on behalf of Presbytery due to the close proximity of the church to the university, its high level of commitment to young adult ministry, and its involvement on campus as staff and/or student.
- 21.03 Faith Lift is intended to be a catalyst for creative transformation within the university by creating a forum for students, staff, academics, and non-academics to be nurtured and supported in the ways of Christ during their university tenure.
- 21.04 The Faith Lift Team includes a Chairperson, and representatives from St. Paul's United Church, Edmonton Presbytery, and any United Church congregation having involvement with Campus Ministry, as well as other persons with interests or experience in Campus Ministry. The Faith Lift Chaplain is an ex officio member of the Team.

### **DUTIES OF THE FAITH LIFT TEAM**

- 21.05 Maintain an active and supportive relationship with the Faith Lift Chaplain.
- 21.06 Determine annual goals, priorities, programs, and initiatives of Campus Ministry and provide an annual evaluation to St. Paul's United Church Ministry and Personnel Committee.
- 21.07 Promote awareness of Campus Ministry to other United Church entities.
- 21.08 Develop an annual Campus Ministry budget, apply for a Mission and Service grant, and approve all expenditures.
- 21.09 Provide financial and activity reports on a regular basis to St. Paul's United Church Official Board and Edmonton Presbytery.

## **22. RECRUITMENT TEAM**

- 22.01 The Recruitment Team shall operate in a consultative manner to select and recruit St. Paul's United Church members and adherents to fill vacancies, ensuring potential candidates are aware of the position obligations.



## **DUTIES OF THE RECRUITMENT TEAM**

- 22.02 Liaise with Official Board, Executive Committee, Standing Committees and Teams to identify potential leadership and membership requirements throughout the year.
- 2.03 Understand the attributes required for various positions and work with others to identify people whose skill sets would contribute to the various roles.
- 22.04 Identify and assist in the recruitment of people for Official Board, Standing Committees, and Team leadership positions.
- 22.05 Identify Presbytery Representatives.
- 22.06 Identify Trustees for the Board of Trustees.
- 22.07 Present the names of people for nomination for vacant positions of Officers of the Official Board, Secretary of the Official Board; Chairpersons of Standing Committees, Representatives to Presbytery, and Trustees of the Board of Trustees for approval at the Annual Congregational Meeting.

## **23. AFFIRM TEAM**

- 23.01 The Affirm Team shall help the St. Paul's United Church congregation fulfill its commitment to be an Affirming Congregation within the United Church of Canada. It will strive to make St. Paul's United Church a welcoming and safe place for all.
- 23.02 The Affirm Team shall seek to go beyond issues of gender diversity and sexual orientation to work for justice and inclusion for all people.
- 23.03 The Affirm Team shall support publicly the Affirming ministry of St. Paul's United Church and be a public witness and role model for other ministries.

## **DUTIES OF THE AFFIRM TEAM**

- 23.04 Provide information and research to the congregation on Affirm issues affecting people locally, nationally and internationally, and encourage engagement on these issues.
- 23.05 Encourage activities that advance the affirming ministry at St. Paul's United Church.
- 23.06 Consult with Committees and Teams to integrate and extend our Affirming identity.

- 23.07 Collaborate with other congregations to increase awareness of city wide affirming opportunities.
- 23.08 Support and participate in events to create equity for people of all sexual orientations and gender with the Church and wider community.
- 23.09 Encourage other ministries to become Affirming.

**24. PRESBYTERY REPRESENTATIVES**

- 24.01 Presbytery Representatives shall be elected at the Annual Congregational Meeting.
- 24.02 Presbytery Representatives shall provide a written update to the Executive Committee following each Presbytery meeting.
- 24.03. Presbytery Representatives will be invited to attend meetings of the Official Board as required.

**25. AD HOC COMMITTEES AND TEAMS**

- 25.01 Ad hoc committees and teams shall be appointed by the Official Board as the need arises.
- 25.02 Ad hoc committee and team members shall include at least one member of the Official Board and other people as deemed appropriate by the Official Board.

**26. TRUSTEES**

- 26.01 Trustee numbers, duties and powers, and automatic Trustee membership are set out in Sections B and G in the Manual of the United Church of Canada.
- 26.02 Trustees shall be elected at the Annual Congregational Meeting.

**27. RESOLUTION OF CONFLICT**

- 27.01 Conflict situations that arise between the congregation, Official Board, orders of ministry, and other governing bodies of the church shall be resolved in accordance with procedures outlined in the Manual of the United Church of Canada.

## **28. CONGREGATIONAL MEETINGS**

- 28.01 Notice of a Congregational Meeting shall be delivered from the pulpit and printed in the church bulletin or St. Paul's Page at the two consecutive regular Sunday worship services immediately preceding the day of the Congregational Meeting.
- 28.02 All St. Paul's United Church members and adherents who are eligible may vote at a duly called Congregational Meeting.
- 28.03 The quorum for a Congregational Meeting are those eligible and present at the duly called meeting of St. Paul's United Church members and adherents.
- 28.04 An Annual Congregational Meeting shall be held not later than February 28 of each year.
- 28.05 Business of the Annual Congregational Meeting shall as a minimum include:
- Receipt of Standing Committee reports
  - Approval of the prior year's annual financial statements which include the Balance Sheet and Statements of Revenues and Expenditures
  - Appointment of at least two financial statement reviewers to report at the next Annual Congregational Meeting
  - Receipt of previous year's financial statement reviewers findings
  - Approval of next year's proposed budget
  - Approval of capital expenditure proposals costing more than \$50,000
  - Review of borrowing of any amount expected to be outstanding at the end of the year
  - Subject to approval by Presbytery/Conference, approve the disposition of funds derived from the sale of realty
  - Elections for vacant positions for Official Board Officers and Secretary, Standing Committee Chairpersons, Team Chairpersons, Presbytery Representatives, and Trustees
  - Such other business as might arise.

## **29. AMENDMENTS TO THE CONSTITUTION**

- 29.01 Proposed amendments to the Constitution shall be published in writing and made available to the congregation at the two consecutive regular Sunday worship services immediately preceding the Congregational Meeting at which the amendments will be considered.
- 29.02 Amendments to the Constitution shall require a vote of two thirds majority of those eligible to vote at the duly called Congregational Meeting.

**30. APPLICATION OF THE MANUAL OF THE UNITED CHURCH OF CANADA**

30.01 The Manual of the United Church of Canada applies to all matters and circumstances not dealt with otherwise by this Constitution.