

THE CONSTITUTION OF EXETER UNITED CHURCH
The Manual 2016, The United Church of Canada

MOTIVATING VISION:

Open Arms, Open Hearts, Open Spirit

1. Leadership Team
2. Trustee Team and Property Team
3. Ministry & Personnel Team
4. Finance & Stewardship Team
5. Learning & Outreach Team
6. Worship & Spiritual Care Team

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GENERAL

- All teams and team members are to be nominated and elected at the Annual Congregational Meeting;
- All teams are to provide an annual budget request to the Finance & Stewardship Team for preparation of the Congregation Budget for the upcoming year;
- All teams are to provide reports for the Annual Report;
- All teams are to take minutes and provide copies to the Church Office for record keeping purposes, with the exception of the Ministry and Personnel Committee.

1. LEADERSHIP TEAM

The Leadership Team ('Governing Body') has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the Congregation ('Local Ministry Unit').

The Leadership Team consists of a minimum of 5 to a maximum of 9 members of Exeter United Church as elected by the Congregation and is the Congregation's court of accountability.

The Chairperson is chosen from and elected by Leadership Team members. The Secretary is the Office Administrator of Exeter United Church.

The Leadership Team meets monthly except for February, July, August and December. The meetings are open to any member of the Congregation at any time.

The functions of the Leadership Team are:

- As set out in The Manual of the United Church of Canada, currently this is The Manual 2016, B.7.4 and G.4.2 and as updated from time to time;
- To follow and/or administer the policies as set and determined by the Leadership Team for the function of Exeter United Church;

- To accomplish this work in collaboration and co-operation with the Church Teams.

2. TRUSTEE TEAM and PROPERTY TEAM

The Trustee Team shall operate according to *The Manual 2016*, The United Church of Canada and the Congregational Board of Trustees Handbook, each as updated from time to time.

The Property Team shall be a sub-group of the Trustee Team and is accountable to the Trustee Team. Members of the Property Team can be Trustees; however, membership is not limited to Trustees.

The function of the Property Team is to monitor and maintain the physical church building and its contents.

To accomplish this function, the Property Team:

- carries out ongoing building maintenance and reviews;
- meets with the Trustee Team on a quarterly basis;
- in co-operation with the Trustee Team, provides to the Leadership Team a two-year plan for building maintenance and prepares a yearly budget to accomplish same;
- supervises and directs the work of the Custodian of Exeter United Church.

3. MINISTRY & PERSONNEL TEAM

The function of the Ministry & Personnel Team is to have an efficient and effective staff team. Their responsibilities are as set out in B. Local Ministry Unit, section 7.8.5 of *The Manual 2016*, The United Church of Canada, as updated from time to time.

4. FINANCE & STEWARDSHIP TEAM

The function of the Finance & Stewardship Team is to ensure that the church's ministry has adequate financial resources to meet its financial commitments and needs.

To accomplish this function, the Finance & Stewardship Team:

- employs safeguards and protections in the handling of money following the best practices as set out by the United Church of Canada (The United Church of Canada Financial Handbook for Congregations 2017 as updated/revised);
- secures contributions, by weekly envelope and/or special appeals, and disburses these funds as required;
- makes regular financial reports to the Leadership Team and furnishes to the Leadership Team, prior to the Annual Meeting, the draft Budget for the coming year for approval and recommendation to the Annual Meeting;
- reviews and analyzes on an ongoing basis local givings as well as givings to the Mission and Service Fund;
- supervises and directs the work of the Treasurer;
- informs the Congregation, through regular reporting, the financial condition of the Congregation.

5. LEARNING & OUTREACH TEAM

The Learning and Outreach Team is a multi-faceted team that includes Christian Education, Sunday School and Outreach.

The function of the Learning & Outreach Team is to support the Sunday School, to provide opportunities for Christian/spiritual learning, growth and development and to facilitate Congregational participation in meeting needs locally and globally.

To accomplish this function, the Learning & Outreach Team:

- encourages opportunities for adult learning and spiritual growth;
- supports the Sunday School and nursery;
- maintains and updates the resource library;
- shares ways in which the Congregation may be informed of and be involved in community needs;
- acts as liaison with agencies outside the regular channels of the Church, who request the Church's assistance and support.

6. WORSHIP & SPIRITUAL CARE TEAM

The function of the Worship & Spiritual Care Team is to oversee the provision of Sunday worship and its components; to ensure that all members, adherents and others that associate themselves with Exeter United Church receive adequate care and support.

To accomplish this function, the Worship & Spiritual Care Team:

- evaluates worship on an ongoing basis;
- arranges for lay readers, ushers and greeters;
- arranges for pulpit supply as needed;
- supports the *Communion Coordinator*;
- in co-operation with the Minister and Music Director, arranges for special music as desired;
- works with the Music Director and Accompanist, who are both responsible to the Team;
- acquaints the congregation with the work of the Team *and Team visitors* with a focus on spiritual care and visiting;
- *supports the Spiritual Care Team coordinator*;
- arranges for appropriate training of *Spiritual Care Team* visitors;
- communicates and *coordinates* visits with active members, non-active members, adherents, shut-ins and others on an ongoing basis;
- communicates emerging pastoral concerns to the Minister;
- *communicates* changes of/new information with the Church Office Administrator;
- provides or arranges for social events that facilitate fellowship and assist in getting people acquainted with one another.

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