

Emmanuel United Church
CONSTITUTION

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AMENDMENT REGISTER

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2	4 Feb 1981	Anne Squire
3	3 Feb 1982	Bea Woods, Ken McClymont
4	8 Feb 1984	Anne Taylor, Rod Macleod
5	19 Feb 1991	Anne Montgomery

Revision Number	Date Inserted	Inserted By
Original	5 April 2006	Jon Jones
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1 PREAMBLE

The church is the body of Christ which becomes visible as it gathers to remember and celebrate the presence and ministry of Christ, and becomes vital in so far as its members share in this ministry, including proclaiming the Gospel, and participate in a life of service.

Emmanuel United Church affirms that it is as members of the people of God, as members of Christ's body, that we with all Christians share in Christ's ministry. The church as a whole and every member of the church is called to participate in this ministry.

2 EMMANUEL UNITED CHURCH

The Emmanuel United Church congregation is a pastoral charge in the Ottawa Presbytery of the Montreal and Ottawa Conference of The United Church of Canada.

Emmanuel United Church was amalgamated with Eastbrook United Church in January 1999. The amalgamated body is known as Emmanuel United Church, and perpetuates the former bodies.

The members of the congregation entitled to all church privileges are those persons who, on a profession of their faith in Jesus Christ and obedience to him, have been received into full membership. Persons are admitted to full membership by baptism and confirmation or by certificate of membership in good standing from other United Church congregations or other communions, or by re-affirmation of Christian faith, as provided for in the Manual of the United Church of Canada [1].

Emmanuel United Church shall be carried on without purpose of financial or monetary gain for its members, and any profits or other gains to Emmanuel United Church shall be used in promoting its objectives.

3 STATEMENT OF MISSION

We are

Emmanuel United Church – *God With Us*; – the body of Christ made visible
a welcoming, witnessing, worshipping community, scattered and gathered,
with a tradition of faithfulness,
reaping the harvest from seeds of the past, yet evolving.
We are a member congregation of the United Church of Canada,
ecumenical and diverse in nature.

It is our mission:

- **to worship God as revealed in Jesus the Christ;**
celebrating, and witnessing to, God's presence and love.
- **to seek education, growth and spiritual development;**
as individuals and as a community.
- **to be an instrument of God's grace through God's Holy Spirit**
Ministering to each other and the world around us;
bringing hope and pastoral care;
serving, nurturing and enabling, ourselves and others;
calling for justice in our community and in the world.
- **to be stewards**
of God's gifts to us;
and of creation.

We are called:

- to journey in the loving, inspiring presence of God in faith, that we may grow,
may change, may reach out, may revitalize and may dream;
- to dare to see the world as God wants it and to work for that vision.

4 RELATIONSHIP BETWEEN PROFESSIONAL MINISTRY AND CONGREGATIONAL MINISTRY

By defining and accepting its purpose and structure as outlined in this constitution the congregation has committed itself to a very significant share in the leadership of and responsibility in the church. The congregation has developed a “leadership sharing” concept in its Council of the Congregation through which all of its members, including any ordained ministers, lay ministers and others employed by the congregation, share in the ministry of Jesus Christ as it finds expression at Emmanuel.

By sharing in the leadership the ordained minister can help the congregation identify, understand and participate in all the ways in which Christ’s ministry finds expression. In such a shared leadership, the ordained minister has a significant share in the responsibility for calling the congregation together for the central acts of proclamation of the Word and celebration of the sacraments, and for pastoral care and counselling. The ordained minister also shares in the leadership of the congregation as a resource person and enabler assisting the congregation, its council and committees in identifying goals and in planning and implementing programs to achieve these goals. The minister shall be an ex-officio member of all committees, with the privilege of attending all committee meetings, although not required to do so, and has the opportunity to be a resource person for all committees. Other members of the ministerial team, such as a Designated Lay Minister or Parish Nurse, may be members of certain committees in an ex-officio capacity.

For such a shared leadership approach to work, it is essential that on-going two-way communication takes place at all levels of congregational life. This includes the responsibility and the opportunity for members of the congregation to minister to the ministerial team.

5 THE CONGREGATION

The Congregation shall be the ultimate decision-making body within the church. It shall meet once a year (the annual meeting) as early as possible in the New Year, and at other times at the call of the Council of the Congregation, or at the request of ten or more members. At least two Sundays' notice shall be given of any meeting. At the annual meeting, the following items of business shall be included as a minimum:

- Election of officers and members of the Council
- Acceptance of the previous year's annual report
- Approval of the current year's budget
- Acceptance of the audited financial statements for the previous year
- Appointment of an auditor

A quorum for Congregational meetings shall be 20 persons.

6 BOARD OF TRUSTEES

There shall be a board of trustees consisting of at least three and not more than seven members of the congregation, which shall be known as "The Board of Trustees of Emmanuel United Church."

The Board of Trustees shall hold in trust on behalf of the congregation all lands, premises and chattels acquired for the use of the congregation.

The Board of Trustees shall hold, use and administer the lands, premises and chattels for the use and benefit of the congregation in accordance with the instructions, rules, by-laws, orders, or directives of the congregation and any relevant statutes.

Each trustee shall be elected by the congregation at the annual meeting for a term of three years and shall be eligible for re-election for two further consecutive terms of three years each. Upon the completion of nine consecutive years of service as a trustee, that person shall not be eligible for re-election to the Board of Trustees for a period of three years.

Should the number of trustees become fewer than three, for whatever reason, the Council shall elect one or more member/s of the congregation to serve until the annual meeting, at which time an election shall be held.

The Board of Trustees shall meet whenever the trustees deem it necessary or when requested or instructed by the congregation to meet.

Other requirements of the Board of Trustees are given in the Congregational Board of Trustees Handbook of the United Church of Canada [2].

7 OFFICERS

The officers of the church shall be as shown in Table I below. Except for the Minister, they shall all be elected to their positions for a period of one year at the annual meeting, or at other meetings of the Congregation as necessary. The Chair shall normally succeed the Past Chair, and the Vice-chair shall normally succeed the Chair at the next annual meeting. In the absence of the Chair, the Vice-chair shall assume the Chair's powers.

The number of Presbytery representatives to be elected shall be in accordance with the requirements of the United Church Manual [1]. It is the responsibility of these lay representatives to regularly attend meetings of Presbytery; to be familiar with all new church policies and guidelines that are established by General Council, Conference or Presbytery; to report the information to Emmanuel's Council and Executive; to inform Presbytery of Emmanuel's activities, needs and concerns; to inform Emmanuel of Presbytery activities and activities of other member churches that would be of interest; and to be prepared to represent the Ottawa Presbytery at the Annual Conference meeting, if appointed by Presbytery.

Table I – Officers of the Church

Officer	Member of Council	Member of Executive
Minister	✓ (Non-voting)	✓ (Non-voting)
Chair of Council	✓	✓
Vice-chair of Council	✓	✓
Past Chair of Council	✓	✓
Secretary of Council	✓	✓
Treasurer	✓	✓
Chairs of Standing Committees	✓	✓
Envelope Secretary	✓	
Roll Clerk	✓	
Chair of Board of Trustees	✓	
Presbytery Representatives	✓	
Memorials Coordinator	✓	
Historian	✓	

8 EXECUTIVE OF COUNCIL

8.1 Membership

The Executive of Council shall consist of those officers of the church listed as members of the Executive in Table I above.

The terms of office of chairpersons of standing committees shall not exceed six consecutive years.

8.2 Function

The Executive shall receive reports and consider proposals from standing committees, ad hoc committees and church officers; evaluate the ongoing life and work of the congregation; prepare proposals for consideration by Council; take whatever action is deemed appropriate to implement policies and decisions made by the congregation and the Council; and, in general, carry out the business of Council between Council meetings.

8.3 Meetings

The Executive shall meet at least four times each year. The meetings shall normally alternate with those of the Council. The Chair of Council may change the order of meetings for exceptional reasons on giving notice to the congregation.

All members and adherents of the congregation may attend meetings as observers.

A quorum for Executive meetings shall be one third of the members, and shall include members of the lay and ordained ministry serving at Emmanuel.

9 COUNCIL OF THE CONGREGATION

9.1 Membership

The Council shall consist of those officers of the church listed as members of the Council in Table I above, the members of the Board of Trustees, the Mission and Service Coordinator (see section 11.1) and members at large, as elected, in order to make the required number, given below.

The total number of members of Council, excluding members of the ministerial team, shall be no less than 35. All elected members shall be baptized Christians.

Members at large shall be elected to their positions at the annual meeting or at other meetings of the congregation as necessary. They shall be elected to serve for a term of three years, with no immediate reelection.

Notwithstanding section 5 above, the Council may appoint members to the Council and to the Executive of Council on an interim basis to serve until the next annual meeting of the Congregation.

9.2 Function

The Council of the Congregation is that body of persons elected by the congregation to be representative of it and to carry out the business of the congregation between annual meetings.

The chief function of the Council of the Congregation is to implement all congregational policy and decisions. It shall also recommend major policy to the congregation. It is responsible to the congregation.

9.3 Duties of Council Members

The duties of Council members are to attend Council meetings and to play an active role in the life and work of the church. Normally, it is expected that Council members other than officers will be active members of one or more of the Standing Committees of Council.

9.4 Meetings

The Council of the Congregation shall meet at least four times per year. The Chair of Council may change the order of meetings for exceptional reasons on giving notice to the congregation.

All members and adherents of the congregation may attend meetings as observers.

A quorum for Council meetings shall be one third of the members, and shall include members of the lay and ordained ministry serving at Emmanuel.

10 STANDING COMMITTEES OF COUNCIL

The standing committees of Council shall be the following:

- Worship
- Christian Development
- Social Action
- Finance
- Property and Grounds
- Keeping in Touch
- Ministry and Personnel
- Communications
- Recruitment
- Salvadoran Liaison
- Agenda Planning
- Health

11 PURPOSE, GOALS AND RESPONSIBILITIES OF STANDING COMMITTEES

Committees shall endeavour to recruit new members, with the assistance of the Recruitment committee. Committee members other than the Chairperson may or may not be members of Council. Committees shall meet as often as necessary to accomplish their work. Except for the Agenda Planning committee, they shall keep minutes of each meeting. All committees except for Ministry and Personnel shall provide a copy of these minutes to the church office.

A quorum for any committee shall be one third of the membership of that committee.

Each committee shall perform the following tasks:

- Study, assess, and clarify its objectives each year including its approaches to the meeting of these objectives but always in the light of the total task of the church;
- Endeavour to carry out its objectives in close working relationships with other standing committees;
- Recommend policy to the executive and/or the council for possible implementation, as necessary;
- Implement the policy of the congregation with guidance from the council when necessary;
- Report to the congregation through the annual report.

The detailed responsibilities of each committee shall be as given in the following sub-sections.

11.1 Worship Committee

This committee shall be responsible for the planning and implementation of regular and special worship services including the administration of the sacraments of Holy Communion and Baptism. It is charged with the oversight of church music, pulpit supply, the order of worship, and the church calendar. Through this committee provision is made for the recruiting of ushers and the scheduling of their duties. The committee is responsible for the provision of a lay assistant for each Sunday morning service and for recruiting hosts for Coffee and Conversation. The committee is responsible for the provision of flowers and visual worship aids such as banners. The Worship Committee also schedules teams to administer the sacrament of Holy Communion.

The Worship committee shall appoint one of its members to be Mission and Service coordinator. It is the responsibility of this coordinator to keep the congregation informed concerning Mission and Service matters, including Mission and Service goals and projects, through planning mission messages as part of the service of worship, and through other activities as requested/approved by the Worship committee and/or the Council. The coordinator shall cooperate with the Finance Committee in the preparation of the congregation's annual M & S commitment.

11.2 Christian Development Committee

The goal of Christian education is that persons at each stage of their lives may know God as he is revealed in Jesus Christ, serving him in love, through the worship and work, fellowship and witness of the Church in the daily life of the world. In order to achieve this goal it shall be the responsibility of this committee to administer the Christian Education programme of the Church effectively. Christian Education embraces all education in Christianity including the adult congregation, the Church School, church-related groups of all ages, and youth outreach activities. The Designated Lay Minister responsible for youth programs shall be an ex-officio member of the Christian Development Committee.

This committee shall be responsible for leadership development and special training requirements that may be requested by the Council, Committees of Council and other groups in the Church. It shall keep the congregation informed of leadership development opportunities both within and outside the Church. It shall appoint a Sunday School Superintendent. It shall be responsible for organization and maintenance of the church library.

11.3 Social Action Committee

The primary purpose and function of this committee shall be to coordinate, develop and maintain as part of the life of the congregation programmes that actively express its Christian faith in outreach, service and action for social justice in response to the needs of persons in our community, nation and world. The committee shall participate fully with other groups in the city, with the object of maintaining a Christian presence in this area.

11.4 Finance Committee

This committee shall be responsible for collecting, disbursing, investing and recording church funds; recording contributions and issuing receipts; coordinating the preparation of the annual budget in consultation with committee chairpersons, and presenting it to the annual meeting. Additional responsibilities include filing the necessary government Tax/Charitable Status forms; preparing the annual financial statements and presenting them to the annual meeting; facilitating the auditor's annual review of the annual financial statements; coordinating the Stewardship Program; and administering financially-related aspects of the church office.

The Finance Committee shall appoint one of its members to serve as Stewardship Coordinator, and another to serve as Fundraising Coordinator.

The Treasurer and Envelope Secretary shall be members of Finance Committee. The Auditor shall not be a member of the Finance committee. For further information on the committee and on the financial policies and procedures, reference may be made to the Financial Manual [3].

11.5 Property and Grounds Committee

This committee shall be responsible for the maintenance, repair, improvement, security and administration of church building property, equipment and furnishings. The committee shall maintain an inventory of church property, and shall have an appraisal done as necessary to ensure adequate insurance coverage at all times. The committee shall prepare and submit to the Finance Committee a capital budget for inclusion in the Annual Report and shall oversee custodial services of the property.

11.6 Keeping in Touch Committee

The objectives of this committee shall be to foster and enhance Emmanuel's reputation as a welcoming and caring faith community, to encourage church groups to promote wide representation and participation of the congregation in their activities, and to encourage individuals in the church to keep in touch with one another.

Specifically the committee shall take responsibility for: recruiting greeters for Sunday services, with some emphasis on including many different people and families in this function; arranging for contact with people for whom a need to keep in touch has been identified (including following up with members who have stopped attending, have been absent for a period of time, or who have fallen by the wayside, etc.); providing an introduction to the church for new folks; providing name tags for members and adherents; and assisting in the organization of every-family contact and cottage group meetings.

The Roll Clerk shall be a member of the Keeping in Touch Committee.

11.7 Ministry and Personnel Committee

This committee shall maintain a good employer/employee relationship between the congregation and its staff. Specific areas of responsibility are the employment relationships with ministerial and non-ministerial staff, including salary and honoraria negotiations and recommendations. It shall ensure that working conditions, job descriptions and salaries and benefits are in accordance with accepted standards of the United Church of Canada (see [1]) and are fully understood by all concerned. It shall ensure oversight and effective functioning of the church office. This committee is also available to any group or member of the congregation to consider problems or complaints.

This committee shall form the nucleus of a Pastoral Relations Committee when a new minister is being called.

11.8 Communications Committee

This committee shall be responsible for improving the effectiveness of communication relating to the congregation's purposes and activities, both within the congregation and in the community. To carry out its mandate, the committee shall be specifically responsible for planning, organizing and delivering a variety of communication media such as notice boards, media advertising, a web site, video (of church services), sound system, outreach fliers, and the newsletter.

The Editor of the Emmanuel Newsletter shall be a member of this committee.

11.9 Recruitment Committee

It shall be the responsibility of this committee to co-ordinate the recruitment of volunteer workers for the congregation. The Committee is responsible for the recruitment of Council members and the Executive and for the co-ordination of all other recruitment in the church. It shall present a full slate of nominations for those to be elected at the annual meeting as defined in section 9.1.

11.10 Salvadoran Liaison Committee

This committee shall act as a liaison between the Salvadoran community and the congregation of Emmanuel by bringing forward to Council the activities and concerns of

this community, and shall foster communication and interaction between the Salvadoran community and the wider community of Emmanuel.

11.11 Agenda Planning Committee

This committee shall comprise the Minister (ex-officio), the Past Chair of Council, the Chair of Council, the Vice-chair of Council and the Secretary of Council. It shall meet at least once per month, except during the summer months, to plan the agenda for meetings of Council, Executive of Council and the annual congregational meeting. It may also discuss matters of a general policy and administrative nature and provide a forum for consultation on matters of concern to the Minister. It shall also oversee the preparation and production of the Annual Report of the church, oversee orientation of new members of Council, publish an annual calendar of the church's meetings, and schedule extraordinary meetings of the Council or the congregation when deemed necessary.

11.12 Health Committee

The Health Committee shall be responsible for the Parish Nursing Ministry within Emmanuel. Specifically, it shall: in conjunction with a professional group such as the Ottawa Regional Parish Nursing Coalition, interview and recommend to Council the hiring of a Parish Nurse; suggest, support and evaluate programs and initiatives undertaken by the Parish Nurse; promote the Parish Nursing Ministry within the Congregation and community; periodically prepare, undertake, and evaluate a Congregational needs assessment and from this prepare a plan of action for the Health Committee and the Parish Nurse; and gather feedback from congregational contacts on issues or needs which can be addressed by the Committee or the Parish Nurse.

The Parish Nurse or other person occupying a similar function within the church shall be an ex-officio member of this committee.

12 AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a two-thirds vote of a Congregational meeting on the recommendation of a two-thirds vote of Council, provided that the congregation has been given at least three Sundays' notice of the proposed amendments.

13 REFERENCES

1. The Manual 2004, The United Church of Canada*
2. Congregational Board of Trustees Handbook 2004, The United Church of Canada*
3. Financial Manual, Amendment 2, 15 June 2002, Emmanuel United Church*

* Or most recent version.