

Cambridge Street United Church

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Photo Credit: Mert Davis

Constitution and Church Governance

Updated and edited 2021 – 2022

in accordance with The Manual of The United Church of Canada

Approved by Church Council October 12, 2021

OUR MISSION STATEMENT

We, as members of Cambridge Street United Church, seek to follow Jesus Christ through word, music, and social action; thereby nurturing our personal faith and supporting the faith journey of others. We promise to be stewards of our living earth, to share with those in need, and to be welcoming to all.



Photo Credit: Mert Davis

OUR AFFIRMING COVENANT

Cambridge Street United Church's Affirming Covenant is a call to action to create a just and caring Community of Faith and safe space with a continuing commitment to publicly, intentionally and explicitly welcome and celebrate people of all diversities, including but not limited to: age, colour, racialized experience, culture, ethnicity, economic circumstances, gender identity, sexual orientation, Indigenous heritage, physical and mental health and ability, spiritual affiliation, and marital or family status. We aspire to include and support the full participation of people of all diversities in all aspects of the life and work of our ministry.

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WHERE TO FIND

THE MANUAL of THE UNITED CHURCH OF CANADA

A print edition of The Manual 2022 is available in the church office for reference by any member of the congregation.

You may see the online edition at:

[The Manual, 2022 \(ecorcuccan.ca\)](http://ecorcuccan.ca)

CAMBRIDGE STREET UNITED CHURCH

CONSTITUTION AND CHURCH GOVERNANCE

CHURCH COUNCIL

1. Responsibilities of the Church Council

The council's specific responsibilities are set in accordance with The Manual of The United Church of Canada (The Manual), which includes the governance requirements for all communities of faith within The United Church of Canada. The council is responsible to the congregation in the governing and conduct of the affairs of Cambridge Street United Church. The council is responsible for assigning and overseeing the implementation of church policies.

All standing teams, the Board of Trustees, the United Church Women (UCW), interim task groups and representatives to the regional council are accountable to the church council. All other organizations and groups in the congregation are also accountable to council. The council is responsible for approving new organizations and groups in the congregation.

The council is responsible for distributing the draft minutes to council members for consideration. After they have been approved by council members, the minutes are to be emailed to the church office for filing, storage, and communication to the congregation.

The council will make provisions to engage youth and young adults in its life and work.

The council will review and update this constitution every three years after the most recent edition of The Manual has been made available.

2. Positions on Council

Council membership shall consist of the minister(s), the chair, vice chair, past chair, treasurer, secretary, the leader of each of the standing teams of council, a representative from each of the Board of Trustees, and the UCW, and a representative to the East Central Ontario Regional Council (regional council).

Standing teams of council exist on an ongoing basis without any time limit.

Interim task groups of council exist only for a particular time to complete a particular task.

3. Eligibility for Membership on Council

All members of the council must be full members of the congregation. (See definitions, p. 5)

4. Procedures for Making Decisions and Voting

A vote may be taken by show of hands or by ballot as determined by the council. Voting may be done by telephone or electronic means if all voters can communicate with one another at the same time. Exceptions for decisions by e-mail are listed in The Manual 2022, p. 194, section 3.4.2.

Council members must be satisfied that they have had adequate time to read documents and for questions, discussion and discernment before a vote is called. To this end, when time permits, documents pertinent to council decisions should be made available to council members sufficiently prior to the council meeting at which the decision is to be made to allow members to fully read through the documented material. Council members may ask for more time to read documents or to discuss the matter with the teams and organizations they represent before a vote is called. If time permits before the decision needs to be made, this extra time should be granted.

Any council member may ask to speak to a point of procedure at any time during the discussion or vote.

After calling a vote, the chair shall ask for all in favour, all opposed, and any abstentions. A council member can ask to have their reason for abstaining recorded in the minutes.

Voters must be participants in the meeting where the voting takes place. Voting may not be by proxy or mail-in ballot. Council members are informed by discussions with the team or organization they represent; however, they decide for themselves how they will vote on any matter. (See The Manual 2022, p. 64, "Voting" and p.192-3, "Meeting Procedures".)

Members of the congregation are children of full members and children who have been baptized but have not yet become full members.

Full members: A member becomes a full member through one of the following ways: adult baptism and profession of faith; confirmation; reaffirmation of faith; or a certificate of transfer.

Adherents: An adherent of a congregation is a person who contributes regularly to the life and work of the congregation but is not a member or full member. The church council is responsible for deciding who is an adherent.

- Definitions from The Manual 2022 (p. 57-59)

5. How the Votes are Counted

The chair of council calls a vote, counts the votes and declares the motion carried or defeated. The chair votes only if there is a tie. All other members of council can vote.

Each time a vote is called, the minister(s), vice-chair, past chair, secretary and treasurer each have one vote. The leader of each team has one vote. (If a team has co-leaders, they share only one vote.) If unable to attend a council meeting, a team leader may choose another member of their team (who is a full church member) to attend as an alternate and this alternate has one vote. The representatives of the Board of Trustees and UCW have one vote each. If more than one representative to the regional council is present at the church council meeting, they share only one vote. There are no proxy or mail-in votes at council.

6. Frequency of Council Meetings

The church council shall meet at least every other month except for July and August, or at the call of the minister or council chair, or upon the written request of five members of the council. The council chair can call a special meeting between regular meetings if necessary.

7. Process for Electing Members to the Church Council

The congregation elects all members of the council, the members of the standing teams, the members of the Board of Trustees, and the representatives to the regional council. The UCW representative on council is elected by UCW members and approved as a council member by the council and congregation.

The process for election is as follows: A slate of nominees for all positions on the council, for membership on standing teams and on the board of trustees, and for representatives to the regional council, is presented to the church council for approval prior to every annual general meeting (AGM) of the congregation. After council approval, this slate is included in the annual report to the congregation. At the AGM, the congregation votes on a motion to approve the slate of nominees for the upcoming year.

Anyone named on this slate can resign at any time. New members for the positions on the slate can join between AGMs. New members must be approved by church council for the interim until they are elected by the congregation at the next AGM.

8. Organization of Church Council Meetings

The standing agenda for council meetings is as follows: Inspirational reflection, declaration of conflict of interest, approval of the agenda, approval of past minutes, correspondence, minister's report, business arising, team reports, new business, reminders, benediction, and motion to adjourn.

9. Length of Office

Executive

The positions of chair, vice chair and past chair will begin following the annual general meeting at which the vice chair is elected by the congregation. It is a total commitment of four years. The position of vice chair is a one-year term. Upon completion of that term, the vice chair will become chair for a two-year term. Following that term, the chair will become past chair for a one-year term.

There are no set terms for treasurer and secretary.

Team Leaders

Team leaders can hold office for a maximum of six consecutive years, but council may approve a longer term of one additional year if required or requested.

Team Members

Team members can be on a particular team for three, consecutive, two-year terms for a maximum of six years. It is recommended that a one-year break be taken before entering into a new position and renewed terms of office. After their one-year break, former members of a team are encouraged to join a different team than the one they previously served on.

10. Resignations

Any member of the council (executive, team leader or representative), any member of a standing team, the Board of Trustees, the UCW or an interim task group, or any representative to the regional council may resign at any time regardless of their term of office.

Team members must submit a written resignation to their team leader, who will give it to the chair of council before the next council meeting. Members of the Board of Trustees must submit a written resignation to the chair of the Board of Trustees, who will give it to the chair of council before the next council meeting. All other council members and all representatives to the regional council must submit a written resignation directly to the chair of the church council.

11. Responsibilities of Church Council Members

Chair

The responsibility of the chair of the church council shall be to preside at congregational and council meetings, to preserve order and equity, to take the vote, and to announce whether the motion is carried or defeated. The chair has a vote only in the event of a tie.

The council chair needs to have a finger on the pulse of the community of faith at all times. As an ex-officio member of all the teams and groups, the chair should be aware of any major undertakings or upcoming events. Much of this information can be shared with the chair, along with the rest of the council, at regular council meetings; however, some important information will need to be communicated with the chair between meetings. The chair should be available to the minister(s) for consultation and ideas. The council may appoint interim task groups to undertake special projects. The council chair is not required

to sit on all these task groups or take part in all the projects, but the chair does need to ensure that the task groups are formed and the projects are completed.

The chair is to ensure that all new team leaders are briefed on the church constitution, their responsibilities as team leader and their team's statement of purpose and responsibilities.

Vice chair

The vice chair assumes the responsibilities of the chair during the chair's absence and offers support to the chair when required. Other special projects may also be taken on by the vice chair. The vice chair is an ex-officio member of the Board of Trustees.

Past chair

The past chair attends all council meetings and is available during the first year of the chair's term to offer support to the chair and assume the duties of the chair during the absence of the chair. The past chair oversees the completion of projects that began while they were chair and continue to require some attention. The past chair may lead an interim task group to review and update the constitution and governance policy as required.

Secretary

The secretary takes the minutes of congregational and council meetings. A draft copy is sent to the church office. After they are approved by council, the minutes are to be posted in a public area of the church.

Treasurer

The treasurer is responsible for overseeing the financial operations of the community of faith and for preparing financial statements for presentation at meetings of the finance team, church council, and Board of Trustees. The treasurer also presents the financial statements at the annual AGM. (Please check with the church office for an extensive job description or see The Manual 2022, p.70, section B.7.6.3 and p.127, section G.4.3 "Finance".)

Team leaders

The team leaders are the liaisons between the church council and the standing teams. A team leader is elected by members of their team for a maximum term of six years. They are responsible for attending council meetings, reporting on the plans, successes and challenges of the team, and reporting back to the team about discussions and decisions of council. When a vote is pending at council, team leaders are to make time at a team meeting ahead of the vote for presentation, questions and discussion of the matter.

Team leaders are informed by discussions with their team members and represent their team by sharing the team's views at council meetings. However, at council meetings, team leaders are to be open to hearing the views of other council members and teams, and to new information they may learn, and decide for themselves how they will vote. (See The Manual 2022, p. 64, "Voting" and p.192-3, "Meeting Procedures".)

Team leaders must ensure that their team reviews and updates its statement of purpose and responsibilities regularly and new team members are given a copy.

When a member of a team resigns, the team leader is responsible for informing the chair of the church council. When a new member joins a team, the team leader will inform the

council chair, who will ask for a vote from council to approve the new team member for the interim until the congregation votes at the next annual general meeting.

Each team leader is required to ensure that the team prepares a report to be included in the annual report to the congregation prior to the AGM.

Each year, team leaders submit a request for funding of expected team expenses to the council treasurer in preparation for the annual budget.

Representatives: Board of Trustees, Regional Council, UCW

These representatives are the liaison between the church council and the organization they represent. They are responsible for attending council meetings and reporting on plans and activities of that organization, and for reporting back to that organization about matters discussed and the decisions made at council.

12. Responsibilities of Church Council Teams

Standing teams of the church council should have at least five members. If the membership drops below five members, the team should invite new members. If the team has difficulty finding new members, the team leader should bring the issue to the council for discussion. Each team can add more than five members and is encouraged to consider a diversity of people and those new to our congregation. Team members who join a team between annual general meetings must be approved by the church council for the interim until the congregation votes at the next AGM. Team members can be full members, members or adherents. (See definitions, p. 5)

The minister(s) are ex-officio members of all church council teams and interim task groups with the exception of Ministry and Personnel and a nominations or search committee.

Teams will meet at a regularly scheduled time and date convenient to each individual team, or at the call of the team leader.

After the minutes of each meeting have been approved by the team, they must be emailed or delivered to the church office for filing. They must be signed by both the team leader and secretary. Signatures can be inserted electronically on emailed minutes, or handwritten on printed minutes. The team leader and secretary ensure this task is completed.

13. Correspondence to Council

Anyone who wishes to correspond with council may send a personal email or handwritten, *signed* letter addressed to the chair of council and council members and placed in the council mailbox in the mail room or mailed to the church. The chair should contact the sender to verify and acknowledge the letter and read it at the next council meeting. If the matter addressed has been resolved before the next council meeting, the chair should inform the sender and acknowledge, but not necessarily read, the letter at council.

CAMBRIDGE STREET UNITED CHURCH COUNCIL



Congregation

Church Council

Minister - Chair - Past Chair - Vice Chair - Recording Secretary - Treasurer

Standing Teams

Affirming, Diversity and Justice, Christian Education, Congregational Care, Faith Development, Finance/Stewardship, Ministry & Personnel, Outreach, Property, Worship

Representatives

Board of Trustees, Regional Council, UCW

A standing team shall meet on a regular basis (example monthly). The team may consist of full members, members and adherents of the congregation. The team shall elect a team leader and a secretary. The team leader must be a full member of the congregation and shall be a member of the church council. In consultation with the church council and other standing teams, each team is responsible for implementing aspects of church policies that fall within its purpose.

Each year, team leaders submit a request for funding of expected team expenses to the council treasurer in preparation for the annual budget.

For more details about the responsibilities of the teams and team leaders, see pages 8 - 9.

STANDING TEAMS OF THE CHURCH COUNCIL

Affirming, Diversity and Justice Team

Purpose: To provide leadership and support to our congregation as together we work to become a truly Affirming and just community of faith as professed in “Our Affirming Covenant”.

Responsibilities include:

- To educate ourselves about Affirming, diversity and justice through self-study, group discussions and by listening to the voices and stories of people who are often marginalized in their church and society (see “Our Affirming Covenant”).
- To intentionally look within our community of faith for barriers that prevent the full participation of people who are marginalized and work with other teams and groups within our congregation to remove them.
- To recommend to our church council an equity policy that would support the full participation of people of all diversities in the life and work of our community of faith. (This equity policy would be informed by the personal stories of diverse people who have experienced exclusion.)
- To work with our church council and collaborate with other teams and groups within our congregation to ensure that an equity policy adopted by our church council and congregation is implemented consistently and in a timely manner.
- To identify measurable goals and take action (in collaboration with the Property Team, Christian Education Team, Congregational Care Team and other teams and groups) to ensure that our church building is a safe space – psychologically as well as physically – and activities we offer outside our building are physically and psychologically safe for all who participate.
- To support the minister (in collaboration with the Worship Team) by leading and/or participating in worship services that publicly, intentionally and explicitly (PIE) welcome, celebrate and seek justice for people who have experienced rejection and exclusion by church and society. These worship services would include the Pride and Affirming Celebration Service capping Pride Week every July (subject to the plans and decisions of Kawartha Lakes Pride).
- To provide other educational opportunities, events and resources (such as, study groups, workshops, guest speakers, a Lenten series, library books, videos etc.) on specific topics, such as anti-racism, Truth and Reconciliation with Indigenous Peoples, gender-inclusive language and other topics that would help our congregation fully welcome and include a diversity of people.
- To learn by participating in Affirm United/S’affirmer Ensemble and the network of Affirming ministries within our regional council and The United Church of Canada.
- To seek justice for all by developing working relationships with other organizations in our wider community who share our social justice values (such as, intercultural/interfaith

groups, Kawartha Lakes Pride, PFLAG, Indigenous communities, the Chamber of Commerce, the school board, the police, etc.).

CHRISTIAN EDUCATION (CE) TEAM

Purpose: To provide opportunities for faith formation for children and youth, and to nurture and encourage them to grow in their Christian Faith.

Responsibilities include:

- To identify and implement aspects of church policy that fall within the purpose of the Christian Education Team, such as the safety of children, youth and adults participating in the Sunday school programs.
- To ensure members of the CE team who have contact with children, youth or vulnerable adults have an up-to-date Vulnerable Sector Police Check on file.
- To appoint a Sunday school superintendent(s) who will become a member of the CE team.
- To oversee the youth group and scouting program. These groups are responsible for their own programs and select their own leaders. They shall be required to provide a written report to the team at least annually, in January.
- To oversee the church Sunday school, and church library.
- To advise the Ministry and Personal Team regarding any staff involved in the CE program.

Sunday school:

- To use curriculum recommended by the United Church of Canada.
- To encourage superintendents and teachers to feel free to venture from the curriculum in order to concentrate on chosen topics of interest that are acceptable and appropriate for Sunday school participants.
- To oversee the organization of the Sunday school as decided by superintendent(s), teachers and the CE Team.
- To require teachers to attend meetings that are held at the request of the superintendent.

Responsibilities of the Sunday school superintendent:

- To order and distribute supplies to teachers.
- To oversee the recruitment of teachers.
- To providing appropriate training for teachers.
- To perform Sunday school administrative duties.
- To attend CE Team meetings and Sunday school staff meetings.
- To organize the annual Children's Sunday service.
- To arrange for the children's participation on Palm Sunday.

Responsibilities of the librarian:

- To operate within an annual budget provided by the CE Team.

- To choose all items purchased for the library as suggested by team and group leaders, Sunday school staff, the minister, church members or published book reviews.
- To accept, using discretion, donations of books.
- To order, catalogue, number and assign cards to all new items on a regular basis.
- To place items in the library and ensure that all items are returned in a reasonable time.
- To keep the library in good order.
- To submit a written report to the CE Team semi-annually.
- To oversee the church library.

Congregational Care Team

Purpose: To arrange for pastoral care and visitation ministry for all age groups as needed or requested, and to assist in the reception of new members.

Responsibilities include:

- To stay connected with one another
- To kindle a sense of community and belonging within our church family
- To be a caring presence in response to the pastoral, spiritual and emotional needs of our congregation, sharing God's unconditional love and concern for all.
- To pay particular attention to those members and adherents who because of age or physical or mental incapacity are confined to their place of residence by providing regular visits and contact to let them know they are valued, loved and not forgotten.
- To recruit, support and encourage members of our congregation who have a gift for visiting and will be non-judgmental listeners and a loving presence to those they visit.
- To be always alert to the pastoral needs of the congregation and provide a visitor to those who indicate a desire for a visiting friend.
- To deliver the Cambridge Chronicle newsletter to people we visit in a timely fashion.
- To acknowledge 90 and over birthdays with a card on behalf of the congregation.
- To provide additional visits by telephone to some individuals as indicated by our minister.
- To let the minister know when we learn through a friendly visit that a person we visit has needs that require attention from the ordained minister.
- To co-ordinate the purchase and delivery of Easter plants to those who are confined to their residence or who live in long-term care or retirement residences.
- To plan at least one workshop yearly, providing opportunities to learn and grow in our visiting and interpersonal skills. These workshops will be open to all in the congregation and our visitors will be expected to attend.
- To provide volunteer visitors with a copy of the current Lay Pastoral Visitation Course.
- To provide some venue to say thank-you to our visitors each year.
- To lead one church service a year that is instructive and highlights the work of pastoral care.

- To assist in the reception of new church members and facilitate their integration into the church community by making phone or personal contact within several weeks of their becoming new members.
- To assist the minister with the sacrament of baptism and be a caring presence to the family of the child (children) or to the adult being baptized.
- To make sure there is a way to provide and maintain name tags upon request for members and adherents.
- To arrange for drivers for church members requesting transportation to Sunday services or other church events.
- To periodically (every 2-3 years) provide an opportunity for the teams and special interest groups within the congregation to display and communicate what they are all about at a discovery or opportunity fair.
- To ensure all members of the Congregational Care Team and all visitors have an up-to-date Vulnerable Sector Police Check on file.
- To oversee the Walter Auld Fellowship Group. This group is responsible for their own program and selects their own leader and members. The leader of the group will be required to attend a Congregational Care Team meeting once a year in June and provide a written report in January.

Faith Development Team

Purpose: To provide leadership in Christian education with adult members and adherents of the congregation and to support and encourage them in exploring and deepening their faith in meaningful ways.

Responsibilities include:

- To communicate with and support specific groups already involved in spiritual and faith development, such as Bible study and Seeker groups, and others that may be formed.
- To discern current interests and needs in faith development within the congregation and to endeavour to respond by providing resources, programs and opportunities to meet them.
- To identify timely issues of public concern and endeavour to provide opportunities to learn more about them and explore related faith-based perspectives.
- To offer leadership in fostering interfaith / intercultural appreciation and relationships within the congregation and wider community.
- To give particular attention to inviting newer members and adherents to participate in faith development programs and specific events in the spiritual life of the congregation.
- To collaborate with other teams of the congregation on issues, education, programs and other actions when working together would enrich our church community and encourage faith development.

Finance and Stewardship Team

Purpose: To oversee the finances and stewardship of Cambridge St. United Church in accordance with The Manual of The United Church of Canada. (See The Manual 2022, page 125-129, section G4 “Finance”.)

Responsibilities include:

- The church treasurer shall be a member of this team.
- To set the financial goals of the congregation through team budgets and preparation of the church’s annual budget.
- To oversee the various means by which members donate funds to the church, including offering envelopes, PAR program, special donations and other contributions.
- To supervise local finances, through the work of the treasurer, by regular review of the treasurer’s reports and budget requests of teams.
- To oversee the work of the envelope steward.
- To ensure that a review of the church financial records is conducted annually by a licensed public accountant.
- To frequently remind members of the congregation of their stewardship opportunities and responsibilities within the church and stewardship of the earth, its resources and the environment.
- To liaise with any specially appointed committee(s) to raise money as necessary through “every member canvasses” to meet the expenses of the church both locally and nationally (Mission and Service Fund) and, as needed, follow up on personal commitments of congregation members.
- To initiate, educate and stimulate the congregation to support special fundraising projects as necessary.
- To review and make recommendations as to the viability of fundraising projects put forward by groups within the church.
- To inform and advise the council and the congregation on the financial situation and level of financial contributions to the church.
- To monitor stewardship material from The United Church of Canada and other sources on an ongoing basis.

Ministry and Personnel (M & P) Team

Purpose: To support, oversee, and supervise ministry personnel and lay staff.

Responsibilities include:

- To select team members in part for their expertise in human relations and recommend them for approval by the church council and congregation.

- To make recommendations to church council regarding personnel matters or concerns of the church staff.
- To meet at least once each calendar quarter.
- To respect and maintain the confidential nature of its discussions by reporting to church council only when action is required by the council.
- To fulfill additional responsibilities as listed in The Manual 2022, p. 72-73, Section B.7.8.5.

Outreach Team

Purpose: To encourage, challenge and enable the congregation to give practical application to that portion of “Our Mission Statement” which states: “We promise to be stewards of our living earth, to share with those in need, and to be welcoming to all.”

Responsibilities include:

- To recognize the ongoing contributions that members of our congregation make as volunteers with several local programs and organizations. We will continue to actively encourage participation of additional members of the congregation in any of many worthy community-based programs.
- To seek out, initiate and publicize other areas of community service in which individual members, or groups of members from our congregation, may consider becoming involved.
- To make financial contributions to local community organizations in special need of support.
- To forward to the Mission and Service (M&S) Fund of The United Church of Canada (UCC) a financial goal of funds to be acquired and transmitted for M&S support during the upcoming year. We will, throughout the year, publicize and promote to the congregation the work and needs of the M&S Fund.
- To promote awareness of current local, national and international affairs, especially where needy and oppressed individuals are involved. This will be achieved by posting information in church bulletin board displays and notices in the weekly bulletin and the announcements.
- To provide “Minute for Mission” segments during Sunday services, church newsletters, special events and other means that are appropriate and effective.
- To organize financial or other types of appeals for specific purposes to assist people who are wounded, oppressed, impoverished, etc., from time to time.
- To foster co-operation between our community of faith and other local communities of faith.
- To support and embrace efforts of the Finance and Stewardship Team as it seeks to educate and initiate positive change in the habits of the congregation in order for all to become stewards of our living earth.

PROPERTY TEAM

Purpose: To oversee the general maintenance, efficiency and care of all church property and equipment.

Responsibilities include:

- To ensure that the congregation carries adequate property and liability insurance.
- To co-ordinate church capital projects.
- To ensure appropriate supervision of the church building.
- To oversee the work of the church custodian and participate in the annual employment review of the custodial staff.
- To review any rental requests for the church, including the sanctuary, that are outside of our guidelines, but are to be referred to the Property Team for consideration and approval.

Worship Team

Purpose: To function in an advisory role, working with church staff, to provide Sunday worship services and special services, and to provide general direction for pulpit activities, worship music and, as required, provide leadership for pulpit supply.

Responsibilities include:

- To work closely with the minister, director of music and church office administrator in the planning and delivery of effective worship services.
- To evaluate worship services on an ongoing basis and suggest to church staff, when applicable, new or alternate concepts of worship.
- To provide support for Sunday worship by scheduling scripture readers, greeters, ushers and audio/visual system operators.
- To organize and prepare elements for communion services, including an adequate number of individuals to serve.
- To assist in finding pulpit coverage/ supply ministers when short-term supply is required.
- To assist in finding supply coverage when the music director is on holidays or away.
- To oversee decoration of the sanctuary for special services and seasons.
- To consult with the music director and minister on requests for use of the sanctuary and equipment.

REPRESENTATIVES ON THE CHURCH COUNCIL

Board of Trustees

Preface: The Board of Trustees may consist of full members and adherents of the congregation; however, the majority of trustees must be full members. The Board of Trustees elects a chair and a secretary.

The Board of Trustees is accountable to the congregation and is not a team of the church council. However, the chair of the Board of Trustees (or another trustee whom the Board of Trustees elects for this task) reports to, and has a vote at, council meetings and reports back from council to the Board of Trustees. The representative to the council must be a full member.

The congregation is responsible for setting a trustee's term of office (The Manual 2022, p. 122, G. 3.3.5). The congregation may decide that a person is no longer a trustee, even if their term of office has not ended, for reasons given in The Manual, p. 122, G.3.3.6. The congregation may also appoint trustees for the congregation at the annual meeting if the congregation has set the trustees' term of office for one year (The Manual, p. 61).

Purpose: To hold all congregational assets in trust for the congregation of Cambridge Street United Church and to oversee the investment and use of those assets.

Responsibilities include:

- To hold all congregational property for the congregation as part of The United Church of Canada.
- To oversee the investment portfolio of trust funds and ensure the investments are within the guidelines of the church council and are gaining their desired returns.
- To discuss alternative investment strategies as required to follow the investment guidelines provided by The United Church of Canada.
- To endeavour to have the trust funds invested in line with ESG (environmental, social, governance) investing principals as outlined by The United Church of Canada.
- To ensure restricted trust funds are used for the intended purpose.
- To disburse funds from the trust for any funding requests at the direction of the church council.
- To provide an annual report to the congregation.

Representatives to Regional Council

Preface: Based on having 300+ members, our congregation is entitled to elect four representatives as voting delegates to the East Central Ontario Regional Council of The United Church of Canada (regional council).

Purpose: To strengthen the covenant relationship that unites communities of faith within a region and within The United Church of Canada.

Responsibilities include:

- To attend annual general meetings of the regional council as voting delegates.
- To attend interim meetings of the regional council as required to discuss, discern and vote on specific issues.
- To read all documents and other resources distributed by the regional council in advance of the annual general meetings and interim meetings in order to participate in discussions and discernment of the issues.
- To be aware of, and informed by, perspectives held by the council and congregation of Cambridge Street United Church.
- To be open to the views of delegates from other communities of faith and to new information they may learn at regional council meetings, and to decide for themselves how they will vote on any matter.
- To communicate the decisions and actions of the regional council to the congregation and council of Cambridge Street United Church.
- To encourage the council and congregation of Cambridge Street United Church to participate in the vision and mission of the regional council and The United Church of Canada.
- To assist the congregation and council of Cambridge Street United Church in making proposals to the regional council and in renewing its covenant with the regional council.

United Church Women (UCW)

Purpose: to unite all women of the congregation for the total mission of the church and to provide a means through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship, and service.

Responsibilities include:

- To elect or appoint executive members as necessary.
- To support and promote Presbyterial, Conference, and National UCW programs and their fundraising initiatives.
- To provide opportunities for leadership development.
- To foster education about the mission of the church and support Mission & Service.
- To represent their local UCW on their congregational council or equivalent and teams.
- To represent their local UCW at presbyterial and conference functions.
- To arrange a UCW annual meeting.



Constitution of Cambridge Street United Church
reviewed and updated 2021 - 2022
by the
Interim Constitution and Church Governance Task Group:

Brenda De Koker (chair)
Rev. Craig Donnelly (ex officio)
Alex McLeod (ex officio)
Patricia Teskey (secretary)
Jan Warren
Joanne Winter