

**ST. JOHN'S UNITED CHURCH
ELMVALE, ONTARIO**

**Constitution
2013**



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PREAMBLE

St. John's United Church is a Pastoral Charge of the United Church of Canada and shall operate in accordance with the policy and procedures of the United Church of Canada.

OVERVIEW OF ORGANIZATION

1. The name of the Church is St. John's United Church, herein after referred to as "the Church".
2. St. John's United Church has adapted the structure of the **Church Council Model**, as described in the Manual 2010 (sections 215 – 228), to that of a **Council Executive Model**. The congregation of the Church is the body of persons meeting for worship and exercising other functions of the church as directed by Northern Waters Presbytery. The congregation assumes responsibility for all the work done on its behalf by the Council Executive and the Standing Teams.
3. The Council Executive is composed of members and active adherents duly elected by the congregation and other congregational representatives who oversee, coordinate, and manage the life and work of the congregation.
4. There will also be Standing Teams as determined by the Congregation.
5. The Board of Trustees of the congregation will function according to the provisions of the Manual 2010 (sections 250 -262), appendix 11. The Board of Trustees will have representation on the Council Executive and will be accountable to and take direction from the Council Executive.

OUR FAITH STATEMENT

We, from young to old, of St. John's Congregation of the United Church of Canada, as disciples of Christ created by God, empowered by the Holy Spirit and redeemed by the Living Christ, strive to live in fellowship at home and abroad in caring and sharing for and with others for the building up of the body of Christ. We are willing to admit our failings and shortcomings and to take risks to enable growth to celebrate the new life given freely by God in Jesus Christ.

OUR MISSION STATEMENT

We, at St. John's United Church, strive to make our church a spiritual centre that welcomes people of all ages to grow in faith and become alive in Christ.

THE CREED

This Creed of the United Church of Canada and the above Faith Statement regarding shared ministry reflect the mission of St. John's United Church.

WE ARE NOT ALONE, WE LIVE IN GOD'S WORLD.
WE BELIEVE IN GOD;
WHO HAS CREATED AND IS CREATING
WHO HAS COME IN JESUS, THE WORD MADE FLESH,
TO RECONCILE AND MAKE NEW,
WHO WORKS IN US AND OTHERS BY THE SPIRIT,
WE TRUST IN GOD.
WE ARE CALLED TO BE THE CHURCH;
TO CELEBRATE GOD'S PRESENCE,
TO LIVE WITH RESPECT IN CREATION,
TO LOVE AND SERVE OTHERS,
TO SEEK JUSTICE AND RESIST EVIL,
TO PROCLAIM JESUS, CRUCIFIED AND RISEN
OUR JUDGE AND OUR HOPE,
IN LIFE, IN DEATH, IN LIFE BEYOND DEATH,
GOD IS WITH US, WE ARE NOT ALONE.
THANKS BE TO GOD.

IMPLICATIONS OF THE CREED FOR CHURCH LIFE

Implicit in the understanding that we are called to be the Church together, is the understanding that we all share the ministry God gave Jesus Christ:

1. the ministry of worship,
2. the ministry of caring and reconciliation,
3. the ministry of outreach and service to others,
4. the ministry of witness to the world and,
5. the ministry of Christian Education.

This ministry is shared by all God's people and each participates according to his or her calling, gifts and training. Members in full communion and active adherents share in the ministry by participating in the worship and work of the congregation and by witness in the world; the ministry is also shared by those elected to leadership in the congregation; by professional and support staff and by members of the Order of Ministry (ordained and commissioned).

MEMBERS OF THE ORDER OF MINISTRY

Covenanted members of the Order of Ministry will be ex-officio members of the Council Executive, all Standing Teams and will act as support and resources to them by:

1. Reporting regularly,
2. Initiating business and concerns for discussion,

3. Leading theological reflection,
4. Providing, together with Presbytery lay representatives, a connection with other church courts.

ACCESSIBILITY TEAM

Membership:

The Accessibility Team shall be made up of a minimum of five (5) members. There will be one (1) representative from the Finance and Property Team and one (1) representative from the Board of Trustees and the Minister as corresponding members of the Team. The Team will have a Chairperson, Vice-Chair, a Treasurer and a Secretary to keep the minutes of all meetings, elected from among the other Team members.

A summary of the highlights from each of this Team's meetings will be forwarded to the Secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be distributed to the other Team Chairs and Group Leaders.

Responsibilities:

- 1) Follow Policies, Procedures and Practices that have been articulated in St. John's United Church Accessibility Policy that reflect the requirements of the Accessibility Standards for Customer Service Ontario Regulation 429/07 and the Accessibility for Ontarians with Disabilities Act 2005.
- 2) Monitor programs, goods and services to ensure that procedures and practices are consistent with the legislation.
- 3) Coordinate accessibility training and training materials for the staff and volunteers.
- 4) Ensure that assistive devices provided by our church are in good working order.
- 5) Ensure that requests for assistive devices are met as per approval from Council Executive to the best of our ability.
- 6) Develop feedback procedures.
- 7) Review and respond to any feedback on accessibility regarding the following areas: Communication, Assistive Devices, Service Animals, Support Persons, Temporary Disruptions of services, Training and Feedback processes.
- 8) Facilitate regularly scheduled maintenance checkups of chair lift(s) and hearing devices and any other equipment.
- 9) Ensure that regular service maintenance of equipment including hearing devices, chair lift, walker, wheelchair, and any future equipment takes place in consultation with the Property & Finance Team and the Board of Trustees.
- 10) Prepare and submit an annual budget to the Property & Finance Team.

- 11) Prepare a summary of the Team's years activities for the Annual Congregational Report.

BOARD OF TRUSTEES

Membership:

Members of the Board of Trustees shall be full members of the St. John's congregation.

Membership shall consist of at least five (5) lay people and the member of the Order of Ministry person settled/appointed to the congregation. The Team will have a Chair of the Board, a Vice-Chair, and a Secretary to keep the minutes of all meetings, elected from among the other Board members.

A summary of the highlights from each of this Board's Team's meetings will be forwarded to the Secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be distributed to the other Team Chairs and Group Leaders.

Term:

Trustees will be elected for a five (5) year term with the option of serving an additional term. After two terms with one year off, former trustees are eligible to be re-elected to serve a further five or ten year term. No more than two (2) trustees will change in any given year.

The Board of Trustees shall meet at least annually.

A lay member of the Board of Trustees will attend Council Executive meetings.

Responsibilities:

1. The Board of Trustees holds and administers all property entrusted to St. John's United Church in trust and for the benefit of the congregation. It is selected and performs duties as outlined in the United Church of Canada Manual 2010, section 259 to 262, Appendix 11, Schedule B. Actions of the Board of Trustees shall be guided by the most current Board of Trustees Handbook issued by the United Church of Canada. It is responsible for all legal matters pertaining to the congregation and all related property. The Board of Trustees is also responsible for ensuring that St. John's property is adequately insured. The Board of Trustees is accountable to both the Council Executive and the congregation and takes direction from the Council Executive when necessary and appropriate.
2. Prepare a summary of the Board's years activities for the Annual Congregational Report.

THE COUNCIL EXECUTIVE

Membership:

The Council Executive shall be made up of the Coordinator, Vice Coordinator, Minister, Council Executive Secretary, all Chairs of the Standing Teams, a member of the Treasury Team, Presbytery Representative(s) and representatives of the Board of Trustees, Men's Fellowship Group and the United Church Women.

1. The congregation, at its annual meeting, and at other meetings as required, shall elect church members and active adherents to the Council Executive for a **3** year term of office. This may be shortened if requested in writing or may be renewed for one (1) year. A one (1) year hiatus is required between terms of serving with the exception of the Treasury Team.
2. The Council Executive shall be composed so that a majority of the members of it are in full membership. The Council Executive shall be so constructed that the term of service of approximately 1/3 of its members shall expire each year. Council Executive members may be elected for shorter terms to fill unanticipated vacancies.
3. The Council Executive shall elect /ratify, the following officers annually at the Annual Meeting:
 - a. Coordinator
 - b. Vice-coordinator
 - c. Secretary (of the Council Executive)

Role of Coordinator:

The Coordinator of the Council Executive in consultation with the Minister shall prepare the Agenda for the meeting, conduct the meeting, preserve the order, take the vote, announce the decisions and vote in any instance where there is a tie. The Coordinator shall be an ex-officio member of all Teams.

Length of Term for the Coordinator: 2 (Two) Years.

It is understood that:

- 1) The Coordinator of Council Executive will also chair the Annual Congregational Meeting.
- 2) The Vice Coordinator will assume the Coordinator's duties in his/her absence and prepare to become the Coordinator of the Council Executive at the end of the current Coordinator's term.

Frequency of Meetings:

The Council Executive shall meet every month (with the exception of summer months) or as required upon the call of the Coordinator, the Order of Ministry (called or appointed), a designated Lay Minister, the Pastoral Charge Supervisor,

on the authority of the Presbytery or with written request of 1/3 of eligible voting members.

Such meetings shall be held within 14 days of the presentation of the written request, and only the business named in the notice to members of the Council Executive shall be transacted.

Quorum:

A quorum for the Council Executive shall require the attendance of:

- a. A member of the Order of Ministry who has been settled or appointed to the Pastoral charge, or
- b. A Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by Conference, or
- c. The Pastoral Charge Supervisor, or
- d. An appointee of the Presbytery, and
- e. 2/3 of the eligible voting members.

Responsibilities:

The Council Executive shall act as the “court of the congregation” as described in the Manual 2010 and is entrusted with general responsibility for the spiritual welfare of the congregation. This includes establishing policy, setting priorities, planning programs and caring for the members and adherents. Its responsibilities shall include:

1. Selecting annually or nomination from the floor, a secretary who will keep the record of proceedings, conduct the correspondence, preserve all documents, forward appropriate documents to Presbytery and record the minutes of the Annual Meeting.
2. Coordinating the efforts of the various Teams and Groups as each one of them attempt to meet the various financial, physical and spiritual needs of the congregation.
3. Acting as a communication center for all Teams and Groups carrying out business on behalf of the congregation.
4. Hearing and taking appropriate action on any routine business which requires immediate action.
5. Hearing and approving as necessary, recommendations from the various Teams and Groups.
6. Assigning tasks or projects to a Team for action or create an ad hoc Team to carry out a particular assignment.
7. Acting as a Nominating Team looking for appropriate persons with appropriate gifts on behalf of each Team.
8. Overseeing of admission of persons into full membership, their removal and the granting of certificates of transfer of membership.
9. Overseeing of the conduct of members – with power to exercise discipline in accordance the policies of the United Church of Canada.

10. Establishing the policies of the church by passing/defeating or modifying motions brought before it by various Teams that make up the Council Executive.
11. Acclaiming such personnel as the Custodian, Church Office Administrator, Music Director, Director of Youth Ministry upon recommendation of the Ministry and Personnel Team.
12. Appointing and supporting the following Standing Teams: Accessibility, Education, Property & Finance, Membership, Memorial, Ministry and Personnel, Mission and Service, Outreach, Publicity and Worship.
13. Receiving a Summary of Highlights from each Team prior to the next Council Executive meeting.
14. Authorizing the borrowing of funds for the day to day operation of the Pastoral Charge in consultation with the Board of Trustees.
15. Providing direction to the Board of Trustees concerning matters of property in accordance with the policy of the United Church of Canada, when necessary.
16. Appointing members to the Board of Trustees at the Annual Congregational Meeting of the congregation.
17. Transmitting proposals and appeals to the Presbytery.
18. Recommending to Northern Waters Presbytery suitable lay members to be licensed Lay Worship Leaders.
19. Recognizing suitable lay members as Inquirers, (candidates for Ministry).
20. Preparing a summary of the Council Executive's activities for the Annual Congregational Report.

EDUCATION TEAM

Membership:

The Education Team shall be made up of a minimum of six (6) members, including the Director of Youth, Sunday School Superintendent and a member of the Property and Finance Team. There will be a Chairperson, Vice Chair, Treasurer and a Secretary to keep the Minutes of all meetings, elected from among the Team members.

A summary of highlights from each of this Team's meetings will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to the other Team Chairs and Group Leaders.

Responsibilities:

The Christian Education Team shall provide leadership so that persons at each stage of their life may be encouraged in their faith journey and may know God as revealed through Jesus Christ.

Specifically, the Education Team will:

1. Regularly reflect on the Educational needs of the congregation.
2. Oversee programs for the Christian education of all persons in our congregation.
3. Plan and implement programs which will encourage and nurture faith growth in adults, youth and children.
4. Oversee and/or plan inter-generational programs, events and Confirmation classes in consultation with the Minister.
5. Be familiar with the resource materials and curricula recommended for use in the United Church of Canada.
6. Recruit and appoint the Sunday School Superintendent and assist him/her with the recruitment and training of teachers, leaders and officers for the Sunday School.
7. Provide leadership and assistance in the recruitment and training of Facilitators/Leaders of groups.
8. Approve program materials used by educational groups sponsored by St. John's.
9. Inform and encourage attendance of teachers and leaders to workshops and training events.
10. Inform the congregation of the programs and services available to them and to invite their participation in them as students and leaders.
11. Develop a budget that reflects the needs of the various groups delivering educational programs.
12. Oversee the finances of the Sunday School and provide the Property and Finance Team with regular updates.
13. Oversee and coordinate joint events of the congregation and Sunday School, including the Church Family Picnic, special youth services, and biannual VBS (Vacation Bible School).
14. Provide supervised nursery facilities during worship.
15. Oversee and be responsible for the St. John's United Church Youth Ministry.
16. Provide guidance, leadership and support to the Director of Youth Ministry.
17. Meet regularly with the Director of Youth Ministry.
18. Appoint members of the Team to attend youth group meetings on a regular basis to evaluate the leadership and program.
19. Oversee and receive regular financial updates from the Director of Youth Ministry and provide the Education Team with those updates.
20. Prepare a summary of the Team's year's activities to be included in the Annual Congregational Report.

MEMBERSHIP TEAM

Membership:

The Membership Team shall be made up of a minimum of two (2) members of

the congregation and is responsible for the maintenance of the Pastoral Charge Roll

Responsibilities:

1. Supervise the Historic Roll, which includes the records of members received, transferred, removed, baptisms, marriages and deaths
2. Review the Rolls regularly and make recommendations to the Council Executive regarding changes in the status of members and adherents.
3. Coordinate in consultation with the Minister the reception of persons into membership in the Church
4. Introduce new members to the organization and leadership of the church so that they may become a part of the life and the work of the church.
5. Prepare a summary of the Team's years activities to be included in the Annual Congregational Report.

MEMORIAL TEAM

Membership:

The Memorial Team shall be made up of a minimum of three (3) members. There will be a Chairperson, Treasurer and a Secretary to keep the Minutes of all the meetings. A Summary of highlights from each of the Team's meetings will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to the other Team Chairs and Group Leaders. One of the members will be an active member of the Finance and Property Team. The Treasurer of the Memorial Team will be appointed by the Council Executive, will be an active member of the Memorial Team and will be exempt from the three plus one (3+1) serving term limit.

Responsibilities:

1. To receive all donations and bequests on behalf of St. John's United Church.
2. To advise the Council Executive of suitable projects for Memorial Funds.
3. To make the congregation and community aware of the St. John's Memorial program by showing how such donations may be used to serve Christian purposes.
4. To be responsible for planning a program that will attract Memorial donations, bequests and estate planning.
5. To let the congregation and community know how donations have been spent.
6. To recommend to the Council Executive the transfer of bequest funds from the Trustees for specific purposes. According to sections 265 and 222 of the 2010 Manual, all bequests are the responsibility of the Trustees.

7. To submit to the Council Executive for approval all expenditures over \$1,000.00.
8. Prepare a summary of the Team's activities for the Annual Congregational Report.

THE MINISTRY AND PERSONNEL TEAM

The Ministry and Personnel Team is an ongoing Team of the congregation which deals with the support and supervision of persons who are employed within the pastoral charge on a full or part-time basis. The work of this Team is integral to harmonious relationships of the staff and the pastoral charge.

Membership:

The Ministry and Personnel Team shall be made up of a minimum of five (5) persons who shall be representative of various segments of the congregation. No members of the Church staff, or their spouses, including members of the Order of Ministry, shall be members of the Team.

Responsibilities:

1. Oversee the relationship between and among different church staff members with respect to their responsibilities and authority.
2. Consult with all church staff members about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available.
3. Act as liaison between staff members and the congregation on general administrative matters and relationships.
4. Review annually with staff, the effectiveness of their work as it relates to their current job descriptions and have signed agreement of the review.
5. Salary negotiations will occur following Ministry and Personnel and Finance and Property meeting regarding the upcoming budget.
6. Maintain a liaison with the Pastoral Relations Committee of Presbytery.
7. Report at meetings of the Council Executive when necessary.
8. Educate the Council Executive and its Teams as well as the congregation as to the nature and role of the Team.
9. Members shall keep all personnel matters confidential.
10. Ensure that the pastoral needs and concerns of the congregation are referred to the Minister(s).

THE MISSION AND SERVICE TEAM

Membership:

The Mission and Service Team shall be made up of a minimum of four (4) and a maximum of eight (8) members and the Treasurer of the Mission and Service Fund. The treasurer of the M & S Fund will be chosen by the Mission and Service

Team and will be exempt from the three plus one (3+1) serving term limit. The Team will also have a Chairperson, Vice Chair, Treasurer and a Secretary to keep the Minutes of each meeting, elected from among the other Team Members. A summary of highlights from each of this Team' meeting will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to other Team Chairs and Group Leaders.

Responsibilities:

1. Promote and support the Mission and Service Fund of the United Church of Canada.
2. Inform the congregation of the ongoing mission programs of the United Church of Canada through bulletin announcements, provision of copies of the Mandate Magazine, Minutes for Mission, etc.
3. Keep the congregation informed of its progress toward the financial objectives of the Mission and Service fund.
4. Recommend the yearly Mission and Service Fund objective to St. John's Council Executive for approval and further recommendation to the congregation at its Annual Congregational Meeting.
5. Organize special services when appropriate and in consultation with the Minister to focus on or highlight particular United Church of Canada priorities both within Canada and beyond.
6. Prepare a summary of the Team's years activities for the Annual Congregational Meeting.

OUTREACH TEAM

Membership:

The Outreach Team shall be made up of a minimum of six (6) persons, including the Minister. There will be a Chairperson, Vice Chair, Treasurer and Secretary to keep the minutes of all meetings, elected from among the other Team members. A summary from each of this Team's meetings will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to other Team Chairs and Group Leaders.

In response to God's deep love for us, the Outreach Team of St. John's United Church seeks to live and serve as Christ's hands and feet in the world. In our community and around the world, this Team and our whole church family is at work sharing God's love including sponsoring Young Families Dinners and other activities that serve God's purpose.

Responsibilities:

- 1) Identify special and timely needs in the local community.
- 2) Plan, coordinate, implement and support efforts to address those needs, whether financial, physical or spiritual.
- 3) Offer opportunities for people in the community to explore their spiritual life in a safe and non-judgmental environment.
- 4) Work ecumenically with other churches, service and community groups on mutual projects as appropriate, i.e. The Out of the Cold Program.
- 5) Develop and implement a plan for reaching out to new families in our community.
- 6) Develop and update as required a Welcome Brochure in consultation with other church Teams and Groups.
- 7) Appoint people, when needed, to represent St. John's United Church on community based ecumenical committees, i.e. Meals on Wheels.
- 8) Explore ways and projects that we as an Outreach Team on behalf of our church family can more effectively reach out to the marginalized in our community, i.e. Young Families Dinners, Senior's Afternoons etc.
- 9) Regularly update the congregation of special needs and projects.
- 10) Prepare and submit an annual Team budget to the Property and Finance Team
- 11) Prepare a summary of the Team's year events to be included in the Annual Congregational Report

PROPERTY AND FINANCE TEAM

Membership:

The Property and Finance Team shall be made up of a minimum of five (5) and maximum of ten (10) persons, including a representative from the Board of Trustees, a member of the Treasury Team and a representative of the U.C.W. There will be a Chairperson, Vice Chair and a Secretary to keep the minutes of all meetings, elected from the other Team members. A summary of highlights from each of this Team's meetings will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to other Team Chairs and Group Leaders.

Responsibilities:

This Team will have general responsibility for the monitoring of financial expenditures, the coordination of the church budget and oversight of all Stewardship programs.

Specifically, this Team will:

1. Provide a general oversight of the finances of St. John's United Church and its related properties including Allenwood Cemetery, Manse, Garage and vacant lot.
2. Manage income and expenditures within the budget as approved by the congregation. Extraordinary expenditures will be handled on an as need basis.
3. Coordinate the budgets of the various Teams of the church and after consultation, prepare and recommend a unified budget to the congregation at the Annual Congregational Meeting.
4. Advise the congregation of, at least quarterly, the finances of the congregation.
5. Prepare annually a financially examined "Statement of Accounts" of the Treasury Team. The examiner **should not** be a member of this Team. The statement will accompany the Annual Report to Presbytery.
6. Oversee the education and implementation of congregational Stewardship Programs.
7. Encourage the use of both Par and envelopes for regular contributions.
8. Appoint a member of the Property and Finance Team to the Allenwood Cemetery Board to facilitate regular reporting of Financial Statements to the congregation.
9. Approve all alterations, changes and renovations to be made to any of the church buildings. All proposed changes must be submitted in writing to the Property and Finance Team complete with financing plans.
10. Oversee envelope and giving's record.
11. Oversee the counting and banking of Sunday worship service offerings.
12. Recruit and train the counting team
13. Prepare a schedule for the counting team.
14. Present a year-end financial report at the Annual General Meeting.
15. Coordinate financial appeals.
16. Maintain all church property and equipment and keep an up dated inventory of same.
17. Retain a record of and control the distribution of the church keys.
18. Ensure premises and equipment meet required safety and fire regulations.
19. Authorized financial signing officers shall be a combination of two of the following:
 - a. Members of the Treasury Team and/or
 - b. Chair of Property and Finance
- 20) Prepare a summary of the Team's years activities to be included in the Annual Congregational Report

PUBLICITY TEAM

Membership:

The Publicity Team shall be made up of a minimum of five (5) persons. There will be a Chairperson, Vice Chair, Treasurer and Secretary to keep the

minutes of all of the meetings, elected from among the other Team members. A summary of the highlights from each of this Team's meetings will be forwarded to the secretary of the Council Executive prior to the next regularly scheduled Council Executive Meeting to be forwarded to other Team Chairs and Group Leaders.

Responsibilities:

- 1) To develop and implement a system for the effective and efficient communication of information to members and adherents of the congregation.
- 2) To promote the activities of the congregation throughout the community.
- 3) To select the dates and oversee the printing and distribution of the congregational Newsletter.
- 4) To coordinate public relations material and arrange for advertising of special events or worship as needed on behalf of other congregational Teams and Groups.
- 5) To oversee the printing and distribution of all general mailings to the congregation.
- 6) To encourage the development of an e-mail address book for the purpose of sharing important developments in the life and work of the congregation, including but not limited to Newsletter.
- 7) Coordinate information and pictures from all Teams and Groups about upcoming events for publishing on the Website.
- 8) Monitor and update the Website on a regular basis.
- 9) Prepare an annual budget to be submitted to the Property and Finance Team.
- 10) Prepare a summary of the Team's years activities to be included in the Annual Congregational Report.

WORSHIP TEAM

Membership:

The Worship Team shall be made up of a minimum of 6 (six) members including the Minister and the Director of Music. There will be a Chairperson, Vice Chair, Treasurer and a Secretary to keep the Minutes of all meetings elected from among the other Team members.

A summary of the highlights from each of this Team's meetings will be forwarded to the Secretary of Council Executive prior to the next regularly scheduled Council Executive Meeting to be distributed to the other Team Chairs and Group Leaders.

Responsibilities:

The Worship Team shall be responsible for, in consultation with the minister(s) the following:

- 1) Oversee the planning of all worship services, including the Sunday morning ones and all special services i.e. Anniversary, Good Friday and the Easter Sunrise worship service.
- 2) Coordinate and purchase all worship service related supplies.
- 3) Oversee the regular upkeep of the sanctuary and recommend any changes to the physical appearance/structure to the Property and Finance Team.
- 4) Coordinate the dates for the celebration of Communion.
- 5) Encourage and coordinate with the Minister and the Director of Music, the participation of outside musical groups, singers/musicians and arrange for the appropriate honoraria and travel allowances to be paid to them.
- 6) Arrange for Pulpit and Music supply when required and ensure appropriate honorarium is paid.
- 7) Encourage and coordinate the involvement of other Teams and Groups in the planning of and participation in both regular and special worship services.
- 8) Assist in the planning of the joint worship services between St. John's United Church and the Elmvale Presbyterian Church.
- 9) Review all new applications for the use of the sanctuary and recommend if appropriate to the Church Council for approval.
- 10) Be responsible for recruiting and coordinating greeters for all worship services.
- 11) Coordinate a fellowship time with refreshments following the Sunday morning worship services.
- 12) Arrange for a cake(s) for special occasions including but not limited to Baptisms, special services and receptions of new members.
- 13) Coordinate the production of worship resources including the Announcements bulletin and Pew Welcome Brochures.
- 14) Oversee the Chancel Sub-team whose responsibilities include: the monitoring, supplying and replacing of candles when required; the polishing of all brass in the Sanctuary; placing the appropriate antependium and table runner on the pulpit and communion table respectively and for rearranging all donated baskets of flowers in the sanctuary, except for Christmas and Easter Services.
- 15) Prepare and submit an annual budget for the Property and Finance Team.
- 16) Prepare a summary of the Team's years activities to be included in the Annual Congregational Annual Report.

Please Note: The Worship Team reserves the right to evaluate the subject matter of all persons excluding the clergy, pastoral or mission persons, prior to the presentations from the pulpit.