

# **Edith Rankin Memorial United Church**

## **Manual of Policies and Practices**



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## Edith Rankin Memorial United Church

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Definitions and Abbreviations**

#### **000 Definitions and Abbreviations (in Alphabetical Order)**

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator. Information regarding Definitions and Abbreviations is found on pages 7 through 18.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2019 version, hereinafter referred to as the [UCC Manual](#).

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This Policy and Practice document was last reviewed and approved by the Church Council on 2015-May-26 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – General, Overall Church**

001 Expectations of the Congregation for Policies and Practices

**This Policy and Practice will be available after Council approval, now pending.**

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – General, Overall Church**

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**This Policy and Practice will be available after Council approval, now pending.**

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## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – General, Overall Church**

#### 003 Overall Governance

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator. Information regarding Overall Governance is found on pages 7 through 37.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2016 version, hereinafter referred to as the [UCC Manual](#).

As well, the following sections on pages 18 through 30 of that booklet now are superseded by these Policies and Practices in this P&P Manual:

<u>Church Council Directory &amp; Structure 2013 (rev. Apr 2013)</u>	<u>Superseded by P&amp;P:</u>
1. Administration, Stewardship and Resources Committee pages 18, 19	304: AS&R Committee
2. Congregational Life Committee pages 20, 21	305: CL Committee
3. Faith Formation and Development Committee pages 22, 23	306: FF&D Committee
4. Media and Communications Committee pages 23, 24	307: M&C Committee
5. Ministry and Personnel Committee pages 25, 26	308: M&P Committee
6. Mission and Outreach Committee pages 26, 27	309: M&O Committee
7. Nominating Committee pages 27, 28	310: NOM Committee
8. Property Committee pages 28, 29	311: PROP Committee
9. Worship Committee pages 29, 30	312: WOR Committee

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – General, Overall Church**

#### 100 Mission, Vision and Core Values

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator.

The Mission Statement, Vision Statement and Core Values are found on pages (ii) and (iii).

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – General, Overall Church**

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

#### **200 Congregation**

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2016 version, hereinafter referred to as the [UCC Manual](#).

Information regarding:

- Membership, Duties and Reporting Responsibilities of the Congregation is found on page 7.
- Officers of the Congregation is found on page 32.
- Regular meetings of the Congregation is found on page 36.

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

#### **201 Church Council / Council of Guiding Elders**

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2016 version, hereinafter referred to as the [UCC Manual](#).

Information regarding:

- The Church Council / Council of Guiding Elders is found on pages 8 through 15.
- Regular meetings of the Church Council is found on page 36.

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

#### **202 Board of Trustees**

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2016 version, hereinafter referred to as the [UCC Manual](#).

Information regarding The Board of Trustees is found on page 31.

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This Policy and Practice document was last reviewed and approved by the Church Council on 2015-May-26 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

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**This Policy and Practice will be available after Council approval, now pending.**

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**POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

#### **205 Independent Financial Review / Audit**

Please refer to the ERMUC booklet titled, “Church Council Directory & Structure 2013 (revised April, 2013)”, which is available from the Office Administrator.

However, that booklet contains a number of references to the 2007 version of the Manual of the United Church of Canada, which now is superseded by the 2016 version, hereinafter referred to as the [UCC Manual](#).

Information regarding The Independent Financial Reviewer is found on page 31.

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**POLICY AND PRACTICE – Church Governance, Administrative and Functional Structure**

206 Signing Officers

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Church Operation – Committees and Ministry Teams**

#### **301 Committees and Ministry Teams**

##### **.1 Committees**

There are three Standing Committees, as follows:

Ministry and Personnel Committee (see P&P 308)

Ministry Team Coordinating Committee (see P&P 313)

Nominating Committee (see P&P 310)

##### **.2 Ministry Teams**

Ministry Teams carry out the specific tasks identified by our church family as essential to who we are and are made up of members and adherents whose gifts, interests and passions relate to one or more of these tasks. It is hoped, even expected, that every active member and adherent will choose an area of our life and work in which to participate in some way way. Ways and means of participation will not all be the same. Some tasks will be short-term, some may stretch over time.

There are many Ministry Teams, which may change from time to time as the gifts, interests and passions of ERMUC members and adherents relate to various tasks. For details, including the most current list of Ministry Teams, see the document, [ERMUC Ministry Teams](#), on the ERMUC website.

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This Policy and Practice document was modified in accordance with the governance model change from Committees to Ministry Teams approved by the Church Council on 2017-Apr-25 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – Church Operation - Committees and Ministry Teams**

308            M&P: Ministry and Personnel Committee

.1            Duties and Responsibilities

The duties and responsibilities of the M&P Committee are set forth in by-law B.7.8.5 in the [UCC Manual](#). A note following by-law B.7.8.5 states, “There are resources to assist Ministry and Personnel Committees with their responsibilities. See the Ministry and Personnel Committees resource available from the General Council Office”. Further information is available in the UCC publication, [Resources for Ministry and Personnel Committees \(January, 2019\)](#).

.2            Members (5 to 7) – elected for a two-year term and eligible for re-election for up to 3 consecutive terms for a total of 6 years.

.3            Meeting Frequency, Dates and Times

.3.1            The M&P Committee meets at a frequency it determines that it requires for its work. The UCC guidebook, [Ministry and Personnel Committees: Policy, Procedures, Practices \(January, 2019\)](#), states, (page 7), that the M&P Committee will: “meet at least once each quarter, more often if necessary”.

.3.2            The meeting dates and times of the M&P Committee are set by its Chair/Convenor in consultation with its members.

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**POLICY AND PRACTICE – Church Operation - Committees and Ministry Teams**

310            NOM: Nominating Committee

.1            Duties and Responsibilities

In accordance with the Congregation's vision:

- Responsible for selecting able persons to serve in all elected positions.
- Such other matters as may be reasonably assigned by the Council of Guiding Elders

.2            Members

- 5 members elected for a two year term and eligible for re-election for up to three consecutive terms for a total of 6 years.
- The committee may choose a chair and recording secretary from among its members or rotate these assignments.
- The Membership Secretary shall be an ex officio member of this committee.

.3            Meeting Frequency, Dates and Times

.3.1            The Nominating Committee meets at a frequency it determines that it requires for its work.

.3.2            The meeting dates and times of the Nominating Committee are set by its Chair/Convenor in consultation with its members.

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**POLICY AND PRACTICE – Church Operation - Committees and Ministry Teams**

313 MTCC: Ministry Teams Coordinating Committee

.1 Duties and Responsibilities

In accordance with the Congregation's vision:

- Work with ministry personnel in identifying, guiding and assisting in the work of the Ministry Teams.

.2 Members

- At least 5 members
- Initially appointed by Council and subsequently elected for a two year-term and eligible for re-election for up to 3 consecutive terms for a total of 6 years.
- The committee may choose a chair and recording secretary from among its members or rotate these assignments.

.3 Meeting Frequency, Dates and Times

- The meeting dates and times of the Ministry Team Coordinating Committee are set by its Chair/Convenor in consultation with its members.

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This Policy and Practice document was modified in accordance with the governance model change from Committees to Ministry Teams approved by the Church Council on 2017-Apr-25 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

400            Compensation

.1            Purpose

The purpose of this Compensation Policy and Practice (CP&P) is to attract and retain well-qualified lay staff. It strives to establish a dynamic balance between employee performance, internal relativities and labour market conditions, all within the context of ERMUC being a good employer and its ability to pay. The policies of the United Church of Canada (UCC) shall apply where applicable (see the [UCC Manual](#), Bylaws, B.7.8.5), and the UCC guidebook, [Ministry and Personnel Committees: Policy, Procedures, Practices \(January, 2019\)](#). Further information is available in the UCC publication, [Resources for Ministry and Personnel Committees\(January, 2019\)](#),

.2            Principles

.2.1          Concept

The CP&P is a performance-based system that allows compensation progression from the time of hiring to termination. It is perceived as being fair and competitive. The emphasis is on total compensation (TC), i.e., the total value of wages/salary plus benefits. Formal salary ranges shall not be established for positions covered by this Policy and Practice.

.2.2          Compensation for Ministry Personnel and Music Directors

Compensation and terms of employment for Ministry Personnel and Music Directors are determined by the policies and guidelines set by the UCC, and may be influenced by those of the Royal Canadian College of Organists (RCCO), respectively. Consequently compensation and terms of employment in this CP&P do not apply to ERMUC Ministry personnel or the Music Director. ERMUC, at its discretion, may pay a premium beyond the compensation standards and guidelines established by the UCC and the RCCO.

.2.3          External Equity

Compensation for similar jobs in other organizations may influence the TC of any or all positions. Some positions may be more sensitive to outside influences than others. For positions where there are significant local labour market shortages, the TC should be set so that it is equal to or exceeds the median TC for similar-experience positions in similar local non-profit organizations. When this is not adequate, TC may have to be set in relation to a larger group of good employers. In both cases, this may require periodic TC surveys of the appropriate group of employers.

.2.4          Internal Relativities

Internal TC relativities between positions shall be taken into account. This requires that the established TC relationship between positions continues to recognize the skill and experience differences that exist within a smaller organization, and that these relationships do not become significantly distorted over time through differential TC awards.

**POLICY AND PRACTICE – People-Related**

.2.5 Performance

TC shall be examined on an annual basis in relation to Performance Appraisal results. TC shall be adjusted according to the annual Consumer Price Index (CPI) for adequate performance. Superior performance may call for a TC adjustment greater than the CPI, and less-than-adequate performance may, at a minimum, result in no adjustment.

.2.6 Fiscal Framework

Starting TC and periodic adjustments shall be made within the budgetary framework of ERMUC. TC recommendations shall be made by the Ministry and Personnel Committee in consultation with the Administration, Stewardship and Resources Committee and then submitted to the Council for final approval.

.3 Contracts

It is the practice at ERMUC to use employee contracts to formalize terms and conditions of employment (see [Policy and Practice 403: Contract Terms \(Periods\) – Lay Employees \(People-Related\)](#)). These contracts shall recognize the Purpose and Principles of this CP&P.

.4 Holidays, Vacation and Leave

The Ontario Employment Standards Act sets the minimum requirements for statutory holidays, vacation entitlement and the various kinds of leave. ERMUC may exceed these requirements in certain cases and situations. The [UCC Manual](#) provides UCC policy on these issues only for Ministry personnel, (see [UCC Manual](#), Bylaws, I.2.1.7 and I.2.3), to which this ERMUC P&P does not apply ([article 400.2.2](#), above).

Approval for the timing of vacations and adjustment of schedules, if required, shall be the responsibility of the employee's supervisory committee. See also [P&P 408: Vacation Leave](#).

.5 Hours of Work

The time(s) of day that comprise the working hours of each lay employee will be set by the employee's supervision, who should take into account the needs of both ERMUC and the employee when doing so.

.6 Overtime

Approval and control of overtime are the responsibility of the employee's supervisory committee. Normally, compensating time off (in lieu of payment) may be granted when work is done beyond the number of hours of work established for the position for a period of time, such as a week (overtime). In unusual circumstances where *excessive* overtime is worked, overtime at the regular hourly rate may be paid for some or all of that excessive overtime work. The Office Administrator keeps a record of hours worked and holidays taken by each lay employee.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **.7                      Communication**

All staff and committees who supervise paid personnel are responsible to understand this Compensation Policy and communicate it clearly to those reporting to them.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Feb-03 and approved by the Church Council on 2015-Feb-24 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**401 Flexible Work Schedules and Compensating Time-Off-In-Lieu-of-Hours-Worked – Lay Employees**

**.1 Purpose**

The purpose of this document is to:

- describe the process for taking time-off-in-lieu-of-hours-worked beyond the nominal work periods detailed in individual contracts/terms of employment;
- describe guidelines for flexible work schedules.

**.2 Time-Off-In-Lieu-of-Hours-Worked**

**.2.1** Supervisors and employees are encouraged to adopt flexible work schedules rather than rigidly fixed hours of work to manage the needs of both ERMUC and the employee, and to use time-off-in-lieu-of-hours-worked as a substitute for pay for reasonable amounts of overtime work that may be required from time to time.

**.2.2** Some employees of the church work more or less than their contracted nominal weekly hours due to seasonal demands. This fact is addressed in some of the employee contracts/terms of employment where appropriate.

**.2.3** Each employee and his/her supervising committee must review the employee's work hours record on a quarterly basis to ensure that action can be taken to return to the contracted hours.

**.2.4** For each employee in this irregular work situation, the supervising committee and the employee are to work out an annual program that:

- identifies the periods or weeks during which the time-off-in-lieu-of-hours-worked may be taken;
- forecasts reduced hour schedules for the stated periods of the year;
- includes arrangements for relief that might be required during the period(s) taken off;
- includes a review of the time balance to ensure that the employee is not working beyond the contracted number of hours on an annual basis.

**.2.5** The annual time balance review is to be reported to the M&P Committee by 30 September each year (September to August period) for its review.

**.2.6** Employees will schedule taking of time-off-in-lieu-of-hours-worked through a staff or committee member who has oversight responsibility for the employee, or if that is impractical, with a Minister.

**.2.7** Approval to take more than three consecutive days of time-off-in-lieu-of-hours-worked must be obtained in advance from the Ministry and Personnel Committee. When more than ten days of time off in lieu of work due an employee accumulates, that information must be advised to the M&P Committee.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

- .3 Flexible Work Schedules:
  - .3.1 Some employees of the church are able to work flexible schedules that meet the needs of the church and the employee.

Such schedules are to be agreed upon by the supervising committee and the employee(s) on an annual basis. Alterations may be made during the year with the agreement of both parties.
  - .3.2 Where more than one employee works in the same function, the schedules must be coordinated to ensure that the needs of the church are met.
  - .3.3 The flexible schedules may take into account seasonal demands as described above in article 401.2. In this case, the same requirements apply.
- .4 Supervising Committee Responsibility:
  - .4.1 In each case, it is the responsibility of the supervising committee to ensure that contracted work hours are met so that both the employee and the church are treated fairly.
  - .4.2 The AS&R Committee arranges church office hours as required for the effective functioning of the church ([article 304.1](#)).

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Sep-01 and approved by the Church Council on 2015-Sep-22 and may incorporate changes since the previous version.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

#### 402 Expenses

.1 Purpose

The purpose of this Policy and Practice is to provide for pre-approval to incur, and subsequent reimbursement of, legitimate expenses by ERMUC Ministers, employees and others.

.2 Application

This policy applies to all who would incur expenses on behalf of ERMUC and seek reimbursement of them from the Church.

.3 Authority to Incur

Council and each committee together may authorize each person under their oversight to incur expenses. This authority can be granted only before the expense is incurred, may be for a specified term, and may have limitations.

.4 Expenses that May Be Reimbursed

For Ministers:

- Undertakings as recorded on the Record of Call or Appointment to Pastoral Charge forms
- Mileage at an amount per kilometre determined each year by the UCC;
- for church work related trips beyond those required to travel to and from work on a regular basis
- Travel expenses directly associated with periods of Study Leave

For Others:

- Mileage at an amount per kilometre determined each year by the UCC;
- for church work related trips beyond those required to travel to and from work on a regular basis
- for employees who work limited hours and who work for less than four hours at a time, the total hours worked in a week is to be divided by four (hours) to determine the number of trips that may not be claimed
- trips to attend regular supervising committee meetings and staff meetings may not be claimed
- for trips additional to this calculation, consideration should be given to their reasonableness with regard to a claim
- Office supplies and services
- Cleaning supplies
- Program supplies and services



## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

#### .5 Method of Claiming Reimbursement of Expenses

.5.1 Expenses are to be recorded on an expense report form, either by the person submitting the expenses for reimbursement, or for that person by an administrative staff member. When it is developed and approved for use at ERMUC, use the expense report form described in Appendix F: Expense Report Form, either in paper or electronic format. An electronic copy of that form in Microsoft Excel or similar worksheet format will be available from the Office Administrator to enable online completion, submission and retention.

- Ministers will submit their claims for reimbursement, for approval to the Ministry and Personnel Committee, and when approved, to the Treasurer for payment.
- All others will submit their claims for reimbursement, for approval to their supervising committee, and when approved, to the Treasurer for payment.

.5.2 Each expense, except for mileage, is to be supported by an original, proper receipt.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Sep-01 and approved by the Church Council on 2015-Sep-22 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**403            Contract Terms (Periods) – Lay Employees**

**.1            New Employees:**

- .1.1            New lay employees will be hired on a probationary (contract) basis. During this period the performance and progress of the new employee will be monitored by the supervising committee. The supervising committee will conduct a performance review throughout the probationary period.**

For example, a three-month probationary period:

- First Month – informal questions and answers
- Second Month – formal review (same review as used in the Third Month) with suggestions to improve as required, giving employee change to make changes as required
- Third Month – formal review that will determine if the probationary period is over

The review will be based on:

- the requirements of the job description
- any other goals or objectives that have been agreed by the employee and the supervising committee
- the ability of the employee to work effectively as part of the church staff team and with others in the church (appropriate staff members to be asked directly for their input)

- .1.2            A copy of the written formal review report will be sent to the Ministry and Personnel (M&P) Committee. The Church Council (Executive) will be advised of the general outcome of the review at the meeting immediately following the M&P review.**

- .1.3            The contract for new, probationary employees will be for a term of six months or less and will indicate that employment may be ended, without recourse and without separation compensation, at the discretion of the Church Council on recommendation from the supervising committee and the M&P Committee.**

- .1.4            At the end of the probationary period the supervising committee and the M&P Committee will recommend to the Council one of three actions:**

- confirm the employee as ‘permanent’.
- continue the employment of the employee on an extended probationary basis under a one year contract
- end the employment of the probationary employee

**.2            Permanent Employees:**

- .2.1            A permanent lay employee is one who has completed her/his probationary period, has been offered ‘permanent’ status by the Council, and has accepted that status.**

- .2.2            The contract for a permanent employee has no fixed term of employment.**

## **Edith Rankin Memorial United Church**

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- .2.3                    A performance review of every permanent employee will be conducted at least annually by the supervisory committee and submitted to M&P.

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**POLICY AND PRACTICE – People-Related**

404 Employee Performance Management

*Policy: The M&P Committee is responsible for conducting annual performance reviews of the pastoral charge staff.*

*The annual performance review is a means by which ministry personnel, lay employees, and people of the community of faith support one another in their mutual responsibilities for ministry and ensure alignment with their mission. It is not intended to interfere with the relationship between ministry personnel and the governing body, or with the relationship between lay employees and the committees that oversee their work. Rather, it is an occasion for helpful feedback in a climate of openness and trust that leads to constructive results. It is one of the key elements of the supervisory role of the M&P Committee.*

[Ministry and Personnel Committees: Policies, Procedures, Practices \(January 2019\). page 23](#)

.1 Performance Management Guidelines

The Ministry and Personnel Committee (M&P) generally is responsible for managing the performance of all ERMUC employees. Guidelines for doing so are provided in the UCC publication, [Resources for Ministry and Personnel Committees\(January 2019\)](#), particularly starting on pages 27 through 29.

ERMUC uses the process outlined in the following articles to provide feedback to ministers and staff on their performance, consistent with these guidelines.

.2 Performance Management Process at ERMUC

.2.1 While the ministerial staff report directly to M&P Committee, M&P delegates the task of carrying out the annual review of other staff to the Committee to which each such employee reports. For those latter employees, M&P provides a second level review of their annual performance reports.

.2.2 All annual reviews and related notes are kept on file only by M&P Committee. The individual also may keep a copy if he or she so wishes, consistent with [P&P 416: Personal Information Privacy and Protection](#).

.3 Ministry Personnel

.3.1 It is the responsibility of M&P to complete an annual review with all ministerial personnel.

.3.2 Normally, the annual review will consist of a conversation between the M&P committee and each minister either individually and/or together. Notes are kept and agreed to by all parties. M&P co-ordinates any necessary follow-up action.

.3.3 Every three years, there is a more formal performance evaluation with input from groups within the congregation. M&P will collate the input and give a draft report to each of the ministry personnel. The ministry personnel and M&P meet to discuss the report. M&P prepares the final report and coordinates any necessary follow up action.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

- .4 Employee Staff
  - .4.1 An annual staff performance review is the responsibility of the minister charged with administration for:
    - the Administrative Secretary, whose review will be completed by the supervising minister with input from other staff members
    - the Custodian; whose review will be completed by Property Committee with input from the supervising minister and other staff members
  - .4.2 The corresponding member of the M&P Committee discusses the review with the employee to get his or her feedback, and to ensure that there were no misunderstandings from the interview with the minister.
- .5 Contract Personnel
  - .5.1 Examples of work that is contracted out to contractors is the Music Director and Casual Office Supply.
  - .5.2 Consistent with Canada Revenue Agency (CRA) guidelines, contract personnel do not receive performance reviews. These are associated with an employee relationship, not a contractor's relationship. A contractor's work is either accepted or rejected.
    - .5.2.1 Contracts for Contractors may not be for periods longer than twelve months but may be extended. The Committee that oversees the contractor will meet with the contractor on an annual basis to review the past year and to negotiate potential changes to the annual contract.
    - .5.2.2 The decision to extend the Contractor's contract for the following year is brought to Church Council.

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This Policy and Practice document was last reviewed and endorsed by the M&P Committee on 2015-Dec-01 and approved by the Church Council on 2015-Dec-15 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **405 Confidentiality of Personnel Matters**

##### **.1 Authority of Personnel Matters**

Personnel matters are primarily within the authority of the Ministry and Personnel Committee (M&P). ERMUC, and specifically M&P, treat all personnel matters in a confidential manner. This means:

- When a staff member brings an issue to her/his ‘twin’, or other M&P member, in confidence, the matter may be discussed fully by the entire M&P Committee; that is, when a staff member speaks to one committee member in confidence, she/he is speaking to the entire committee.
- Matters, brought to M&P in confidence, will not be discussed with members of another committee, member of the Church Council or its executive, other members of the congregation or other staff without the permission of the staff member raising the matter.

##### **.2 Discussions of Personnel Matters with Other Groups**

###### **.2.1 M&P may discuss the following with members of other committees, members of the Church Council or its executive:**

- Position descriptions
- Employee contracts or letters of employment
- Salaries and benefits
- Terms of appointments as recommended to Presbytery.

###### **.2.2 M&P may discuss the following with members of other committees, members of the Church Council or its executive who have a supervisory responsibility or specific covenant relationship with the staff member:**

- Information related to the performance of the staff member and the annual review

##### **.3 Maintenance and Retention of Personnel Files**

All personnel files; that is, files on individual personnel, will be kept by the chairperson of M&P in a confidential manner and separate from the filing system maintained in the church.

##### **.4 Maintenance and Retention of Files Related to Personnel Issues**

M&P may maintain a file in the central filing system of the church that may include, among other general documents:

- Ministry personnel ‘call’ or appointment forms
- Position descriptions
- Employment contracts or letters of employment
- Salary scales as published by the United Church of Canada and by the Royal Canadian College of Organists.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **.5 Minutes of M&P Committee Meetings; Circulation and Retention**

Minutes of M&P meetings will not be circulated among members of the Church Council or its executive. They will be retained only by the Chair after review and approval by the committee.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2014-Dec-02 and approved by the Church Council on 2014-Dec-16 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**406 Staff Meetings**

**.1 Purpose**

Staff meetings are for the purpose of engaging all stakeholders to develop mutually, preferably by consensus, the best solutions to problems and challenges affecting the ERMUC Congregation; members, adherents and staff, (per the definition of Congregation ([article 000](#))), in ways that best meet the needs of all such stakeholders. They are intended to promote understanding and coordinate the actions of staff to do so.

**.2 Participation**

Consistent with [article 406.1](#) above, participation in staff meetings is a mandatory condition of employment for employees asked to do so by their supervision. Any employee not asked to participate in a staff meeting addressing a particular topic that the employee sees himself/herself as a significant stakeholder should request his/her supervision to direct him/her to attend the staff meeting. Participation in staff meetings involves active engagement in the discussion and solution development, not simply passive attendance.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2014-Dec-02 and approved by the Church Council on 2014-Dec-16 and may incorporate changes since the previous version.



## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **407            Public Holiday Observance**

**.1            Purpose:**

The purpose of this document is to:

- designate which holidays the church will observe in terms of staff time off
- describe the procedure for taking the holiday time off

**.2            Application of Laws:**

The Ontario Employment Standards Act applies.

**.3            Holidays to be Observed:**

ERMUC staff (lay employees and Ministers) will be entitled to the following eleven (11) holidays:

- New Year's day (1 January)
- Family Day (3<sup>rd</sup> Monday in February)
- Good Friday
- Easter Monday \*
- Victoria Day (the Monday before May 25)
- Canada Day (1 July)
- Civic Holiday (1<sup>st</sup> Monday in August) \*
- Labour Day (1<sup>st</sup> Monday in September)
- Thanksgiving (2<sup>nd</sup> Monday in October)
- Christmas Day (25 December)
- Boxing Day (26 December)

\* Easter Monday and the Civic Holiday are not statutory holidays in Ontario. Consequently an employee who works on either of these days will receive pay at his or her normal hourly rate for doing so. An employee who works on a statutory holiday receives pay at a premium hourly rate.

**.4            Method of Taking Holiday Time:**

Since some ERMUC staff will be required to work on some of these days to meet the needs of the Congregation, the following method will be used to provide corresponding time off in observance of these holidays.

**.5            Formula Determining Holiday Time Granted**

Staff will be entitled to time off for each holiday as indicated in the following table and the general rules related to it following immediately below.

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### **POLICY AND PRACTICE – People-Related**

<u>Employee's Hours of Work per Week</u>	<u>Hours Off Granted for Each Holiday</u>
40	8
30	6
20	4
13	3
12	2.5
5	1

- In general, divide the nominal hours per week by 5 (days) and round up to the nearest half hour.
- If an employee works more hours on a holiday than is indicated in the table above, the employee may take time off equal to the hours worked.
- If a public holiday falls on a workday and the employee works on that day, the employee may take another workday off.

#### .6 Coordinating Time Off

Time off must be coordinated with the supervising committee (or the Church Council in the case of Ministers) and, if applicable, the replacement colleague. The M&P Committee must be advised of the time off before it is taken. The Office Administrator keeps a record of hours worked and holidays taken by each lay employee.

#### .7 Church Office Closing:

When the Office Administrator takes a holiday, ERMUC expects to provide other backup resources who will keep the office open. When this cannot be done, the closing will be posted in 'Tidings', before the fact, and on the church door.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Sep-01 and approved by the Church Council on 2015-Sep-22 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

408 Vacation Leave

.1 Purpose:

This Policy and Practice describes how all employees of Edith Rankin Memorial United Church, excepting Ministers, qualify for vacation leave.

.2 Legal Requirements:

The Ontario Employment Standards Act applies. Any such legal provisions may override specific details of this Policy and Practice, but it is intended to be consistent and additive to such legal requirements.

.3 Vacation Period:

Vacation for both lay and ministerial employees is to be taken between 1 January of the year in which it is due and 15 January of the following year, i.e. the vacation period for 2013 requires it to be taken during the period between 1 January 2013 and 15 January 2014, inclusive.

.4 Lay Employees

.4.1 Vacation Entitlement

Unless otherwise determined at the time of hiring or renegotiation of an employee's contract, and stated in the employee's contract, the following scale shall be used in determining vacation entitlement for a lay employee. When an employee is hired at a specific level other than the initial level, the employee will be eligible for the next level of vacation entitlement after five years of continuous employment:

<u>Length of Continuous Employment</u>	<u>Vacation Entitlement</u>
0 to under 1 year	4% of salary *
1 to under 5 years	2 weeks *
5 to under 10 years	3 weeks
10 years or more	4 weeks

\* Required under the Employment Standards Act of Ontario

When an employee reaches a new qualifying period of employment, the increased vacation entitlement will apply during the vacation period for that calendar year.

.5 Ministerial Employees

See also the [UCC Manual](#), Bylaws, I.2.1.7.

.5.1 Vacation Entitlement

Minimum vacation entitlement is described in the Notice of Call or Appointment to Pastoral Charge forms, and in the [UCC Manual](#), Bylaws, I.2.1.7. Where vacation entitlement for a Minister according to those requirements is less than for a lay employee having the same length of continuous employment by ERMUC, as determined from the vacation entitlement table of [article 408.4.1](#), the entitlement determined from that table shall apply.

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## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

#### 409 Disability and Sick Leave

.1 Purpose:

This Policy and Practice describes how all employees of Edith Rankin Memorial United Church, excepting Ministers, are entitled to disability (sick) benefits.

.2 Legal Requirements:

The Ontario Employment Standards Act applies. Any such legal provisions may override specific details of this Policy and Practice, but the Policy and Practice is intended to be consistent and additive to such legal requirements.

.3 Disability Leave Entitlement

.3.1 Disability (“Sick”) Leave is an absence from work and performance of regular duties because of an employee’s bona fide illness, non-work related injury, or quarantine through exposure to contagious disease.

.3.2 All staff will accumulate one day of disability leave per month worked, up to a total of twelve. After 12 days, employees who work more than 15 hours per week and who have opted for the UCC benefits package are covered by the UCC short-term disability plan for 85% of their earnings up to 24 weeks and subsequently by the UCC long-term disability plan if necessary. Disability leave is provided solely for the purpose of accommodating the needs of employees when disabled from working due to sickness or injury. Employees may not take time off work against accumulated disability leave for other reasons.

.4 Ministerial Employees

.4.1 Disability Leave Entitlement

See the [UCC Manual](#), Bylaws, I.2.2. In summary, ERMUC remains responsible for Ministers’ salary and benefits for up to six months if they are unable to return to work. ERMUC should apply to UCC Ministry Employment Policy and Services, (MEPS), a unit of Bay of Quinte Conference, (email: [meps@bayofquinteconference.ca](mailto:meps@bayofquinteconference.ca)), for reimbursement of 85% of these costs after the first month. Reimbursement comes from the UCC Restorative Care Plan into which we pay premiums. Further details regarding long-term and recurring disabilities are found in the [UCC Manual](#), Bylaws, I.2.2.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Feb-03 and approved by the Church Council on 2015-Feb-24 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

410 Maternity, Parental and Adoption Leave

.1 Definitions

*Maternity leave is an unpaid leave of absence available to a biological mother on the birth of her child. Ministry personnel taking maternity leave may be entitled to benefits under a government insurance plan.*

*Parental leave is an unpaid leave of absence available to a biological or adoptive parent while caring for a newborn or newly adopted child. Ministry personnel may be entitled to benefits under a government insurance plan.*

*[UCC Manual](#), Bylaws, I.2.3.1*

.2 Ministry – UCC Policy

UCC policy regarding maternity and partner's leave for Ministry personnel, is provided in the document [Ministry and Personnel Committees: Policies, Procedures, Practices \(January 2019\)](#), starting on page 18.

.3 Other Staff

ERMUC provides maternity, parental and adoptive leave in accordance with legal requirements, and consistent with UCC employment guidelines for lay employees.

.4 References

[Service Canada – EI Maternal and Parental Benefits – Overview](#)

[Ontario Ministry of Labour – Pregnancy and Parental Leave Guide](#)

[Ontario Ministry of Labour – Leaves of Absence: Pregnancy and Parental Leave, Family Responsibility Leave, Personal Emergency, Family Medical, etc., Brochure](#)

[UCC - Pastoral Relations: Engaging and Supporting \(March 2015\)](#)  
(see Supporting Policies / Leaves, page 38)

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2014-Dec-02 and approved by the Church Council on 2014-Dec-16 and may incorporate changes since the previous version.

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411 Bereavement and Compassionate Leave

.1 Definitions

*Bereavement leave is a paid leave of absence for four days plus travel time. It is available on the death of a member of a ministry personnel's immediate family or of another significant person in the ministry personnel's life.*

*[Note:] A "significant person" is a person such as a close friend or relative of the ministry personnel.*

*[UCC Manual](#), Bylaws, I.2.3.2*

*Compassionate leave is a paid leave of absence. The length depends on the circumstances.*

*[Note:] Normally, a compassionate leave is for a maximum of 14 days. It may be extended to one month or longer where the life partner or child of the ministry personnel has died.*

*Compassionate leave may be given to extend bereavement leave.*

*Alternatively, it may be available in situations where the ministry personnel is the only person appropriate to respond to the circumstances, or when the ministry personnel is unable to carry out pastoral responsibilities because of the circumstances.*

*The Ministry and Personnel Committee of the local ministry unit is responsible for making decisions about compassionate leave.*

*[UCC Manual](#), Bylaws, I.2.3.3*

.2 Ministry – UCC Policy

There are no additional policies or procedures beyond those in the [UCC Manual](#) at section I.2.3.

.3 Lay Staff

Lay staff are entitled to four days bereavement leave plus travel time. During that period, they will be paid for time which they normally would have worked.

.4 References

[UCC - Pastoral Relations: Engaging and Supporting \(March 2015\)](#)  
(see Supporting Policies / Leaves, page 38)

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**POLICY AND PRACTICE – People-Related**

**412 Study Leave**

**.1 Definition and Purpose**

*Study leave is a paid leave of absence for three weeks per year. It is available to ministry personnel in pastoral charges or other presbytery-accountable ministries*

*[UCC Manual](#), Bylaws, I.2.3.4*

**.2 Cost Sharing**

ERMUC and the ministry personnel are responsible for sharing the cost of the ministry personnel's continuing education. Funding for this must meet the minimum amount set by the General Council of the UCC from time to time.

**.3 Oversight**

There are no specific requirements set down by the United Church of Canada for this study. The various types of study may range from pursuing continuing education for academic credit, through attending structured programs to extensive reading. However the presbytery is responsible for overseeing the continuing education of ministry personnel settled in or appointed to a pastoral charge or other presbytery-accountable ministry.

**.4 Study Leave Accumulation**

**.4.1 Purpose and Process**

There is value in annual study for any and all Ministers and some time should be used each year for the intended purpose. However Ministers may accumulate study-leave time and funding for the following reasons and under the following conditions. As a Minister progresses in his or her career, he/she will have completed many of the more basic programs. Further significant growth may require attending programs that are longer, more intensive and more costly. In order that these programs be put within reach of Ministers, study leave time and monetary allowances may be accumulated from one year to another, by the following process and within these constraints.

**.4.2 Accumulation Constraints**

At least one week of study-leave must be taken each year.

Up to two of the three weeks of study leave granted each year may be accumulated, over two consecutive years, to be taken no later than during the subsequent (third) year as part of an extended study leave of six to seven weeks in that year.

**.4.3 Planning for Study Leave Accumulation**

When a Minister wishes to accumulate study-leave time and funding, the Minister must develop a plan that includes:

- The objective of the accumulation



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- Why accumulation of study-leave is considered necessary
- How the amount of study leave will be accumulated and when that study leave will be taken to meet the objective
- The value to the Minister and to the congregation
- Some details regarding the program that will be accessed

**.4.4 Approval to Carry-Over Study Leave**

The Minister must request the M&P Committee, during the first six months of the first year of an intended accumulation period, for permission to accumulate such study leave. As part of the request, the Minister must submit the plan to do so as described in [article 408.4.3](#) above. The M&P committee will consider the request promptly, and if it approves, will advise the Church Council during the Council meeting following the Committee's approval of the request.

**.4.5 Accumulated Funding Availability**

In the year in which accumulated study leave will be taken, the church will provide the Minister with the program and travel expense funding budgeted for that year, and also that same funding budgeted but not taken for study leave from the year(s) it was accumulated.

- Accumulated time and money may be taken in conjunction with a sabbatical. See [article 413.7](#).

**.4.6 Separation**

If the Minister leaves ERMUC before the accumulated study leave has been taken, ERMUC will not be obliged to make an allowance in time or money for the time so accumulated.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2014-Dec-02 and approved by the Church Council on 2014-Dec-16 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

413 Sabbatical Leave

.1 Definition and Purpose

*Sabbatical leave is a paid leave of absence for at least three consecutive months. It is available to ministry personnel settled in or appointed to a pastoral charge. These ministry personnel are eligible for a sabbatical each time they have completed five years of continuous service in the same pastoral relationship. Every call, settlement, or appointment must include provision for sabbatical leave. Sabbatical leave is also available to interim ministers.*

*([UCC Manual](#), Bylaws, I.2.3.5.)*

A sabbatical leave is a time away for study, spiritual retreat and rest. It is rooted in the Biblical practice of the Sabbath day and is based the example of Jesus who took time in his ministry for renewal and prayer. As the Rationale to the Policy states, "The daily practice of ministry may involve the pressure of many tasks compressed into too few hours leaving little opportunity for reflective, prayerful time. In the context of ministry, sabbatical time is for learning through reflection, revitalization and recreation."

.2 Value for the Minister:

Ministers need opportunities to set aside the regular responsibilities in the congregation and community in order to be renewed spiritually, mentally, emotionally and physically. This renewal may enable the Minister to discover, learn and understand new 'truths' and methods that may revitalise his/her ability to spread God's word more effectively. The renewal may also help the Minister to start afresh within a congregation and provide stimulating leadership for years to follow.

The sabbatical is primarily for the benefit of the Minister. Committees and the Church Council may offer ideas and suggestions regarding the foci and themes but ultimately it is up to the Minister to determine what is best for him or her.

.3 Value for the Congregation:

While the Minister is on sabbatical leave the pastoral charge is given an opportunity to reflect on its mission and ministry and to experience the different gifts of lay leadership within in its bounds. We also benefit from a Minister who returns with new energy and clarity about the ministry of mission of Jesus Christ.

A successful sabbatical may preclude the need for a change in Ministers, saving both the congregation and the Minister substantial expenses and stress.

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#### **.4 Duration & Timing:**

Sabbatical leaves from normal work at ERMUC shall be for a period of four (4) months unless stated otherwise in the terms of call or appointment. It is highly recommended that the sabbatical leave be taken at the time of year when the normal workload is the heaviest, namely Advent and Christmas, or Lent and Easter.

#### **.5 Frequency:**

Sabbaticals may be taken every five years, or more frequently as defined in the Minister's call or appointment document.

#### **.6 Financial Arrangements:**

ERMUC:

- shall continue to pay the salary, housing allowance, and pension and benefit premiums for the Minister while on a sabbatical leave.
- shall pay the costs associated with resources that may be needed to ensure that church programs and worship services continue.

The Minister:

- shall pay all program costs, resource materials needed for a program(s), travel costs and any other contingency costs related to programs taken during the sabbatical leave.

#### **.7 Combined Sabbatical and Study Leave**

If the annual study leave is taken in conjunction with the sabbatical leave, the funds allowed for the study leave in that year may be used to help underwrite the cost of the combined study/sabbatical leave. (Please read the ERMUC Policy and Practice [article 412.4](#), Study Leave Accumulation, for details on carrying study leave from one year to another.)

#### **.8 Responsibilities:**

##### **.8.1 A Minister embarking on a sabbatical leave shall:**

- Submit notice of his/her intent to take a sabbatical to the M&P Committee at least twelve months before the date on which the sabbatical is to start.
- Coordinate the leave with a ministerial colleague remaining at the church to ensure that the needs of the congregation continue to be met during the leave period.
- Develop the objective(s) and a plan for the sabbatical, and submit, discuss and agree upon these with the M&P Committee at least three months before the date on which the sabbatical is to start. The M&P Committee may direct the Minister to consult, before and during the sabbatical leave period, with the Sabbatical Support Committee, (a temporary committee to be created by Council), on any or all matters related to the sabbatical leave.

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- Carry out the sabbatical leave according to the agreed-upon plan and any adjustments to it during the sabbatical period that the Minister may agree upon with the M&P Committee and/or the Sabbatical Support Committee.
- Provide a brief written report and oral presentation to the M&P Committee and to the Church Council following the sabbatical leave, providing an assessment of the extent to which the objectives and plan for the sabbatical were met.

#### .8.2 M&P Committee shall:

- Support the Minister in the preparation of the objective(s) and plan.
- Approve the objective(s) and plan.
- Inform the Church Council of the impending sabbatical leave and of the plan.
- Assist the Minister in establishing the timing of the sabbatical. Other committees will be consulted as needed to do so. Recommend the timing to the Church Council.
- Reach agreement with the Minister on the minimum period that he/she will stay with the congregation following the sabbatical, which shall be not less than 12 and preferably at least 24 months.

*Normally, a pastoral relationship may not be ended at the initiative of the ministry personnel or pastoral charge within twelve months of the ministry personnel's return from a sabbatical.*

*(Note following [UCC Manual](#), Bylaws, I.2.3.5)*

#### .8.3 A Minister remaining at the church to ensure that the needs of the congregation continue to be met during the sabbatical leave period of a colleague, shall:

- Be part of the program continuation planning process as coordinated by the Sabbatical Support Subcommittee.
- Carry on his/her regular responsibilities.
- Assume only those duties of the Minister on leave as he or she reasonably can undertake, taking into account the remaining Minister's regular responsibilities, continuing education requirements, family life and personal requirements. The Church Council and the congregation must not expect, nor ask, that the additional duties of a remaining Minister during the sabbatical leave period of a colleague will be so great as to constitute "double duty".

#### .8.4 Committees:

The M&P Committee and other Committees consulted by it and/or the Minister to help plan and carry out the sabbatical leave will:

- Assist in determining the plan and objective(s) for the sabbatical leave

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- Assist in establishing the timing of the leave
- Ensure that programs and worship services of the church continue to function and flourish while the Minister is away for the sabbatical leave period.

#### **.8.5 Church Council:**

The Church Council will

- Receive from the M&P Committee the Minister's objective(s) and plan for the sabbatical, for information and subsequent actions.
- Approve the timing of the sabbatical leave.
- Understand and support that the Minister on sabbatical leave may not be involved with the congregation in any way.
- Budget for the additional costs to be incurred during the sabbatical period. (Consideration should be given to accruing an amount each year to help underwrite the cost during the sabbatical year.)
- Create a temporary Sabbatical Support Committee (like a discernment committee) for the purpose of providing any appropriate support to the Minister during his/her sabbatical leave.
- Advise Presbytery of the Minister's intention to take a sabbatical leave at least six months before the leave is to start.
- Ensure that the programs of the church continue to function and even flourish during the period of the sabbatical leave.

#### **.8.6 Sabbatical Support Committee**

(A temporary committee reporting to the Church Council during the sabbatical leave process, consisting of three or four people who understand the role and programs of the church.)

The Sabbatical Support Committee will

- Develop a process within the congregation to ensure that the sabbatical leave opportunity is understood and supported.
- Elicit input from the congregation that may be used by the Minister in developing the sabbatical plan.
- Act as a consultant to the Minister in developing the sabbatical leave plan.
- Act as a resource for the remaining Minister regarding church programs continuation.
- Ensure coherence among plans and programs of the other committees and that the plans are being implemented.
- Provide to the congregation:
  - an explanation of why the sabbatical has been granted

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- a summary of the objective(s) and plan
  - an explanation of the value to be derived from the sabbatical by the congregation and the Minister.
  - Plan for the reintegration of the Minister into congregational life.
- .8.7 Presbytery:
- The Presbytery will determine whether to appoint a pastoral charge supervisor for the period of the sabbatical leave.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Nov-03 and approved by the Church Council on 2015-Nov-24 and may incorporate changes since the previous version.

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#### 414 Other Leaves

##### .1 General

*If requested by the ministry personnel, the pastoral charge may grant a leave of absence for another reason. This leave of absence may be paid or unpaid, as agreed by the pastoral charge and ministry personnel. The presbytery must approve any leave of absence that will last more than three months.*

*[UCC Manual](#), Bylaws, I.2.3.6.*

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2014-Dec-02 and approved by the Church Council on 2014-Dec-16 and may incorporate changes since the previous version.

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#### 415 Accessibility to Physical Facilities

**This Policy and Practice is in development.**

See UCC document: [Accessibility Guidelines, March 2008](#).

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This Policy and Practice document was last reviewed and endorsed by the Property Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.



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### **POLICY AND PRACTICE – People-Related**

#### 416 Personal Information Privacy and Protection

- .1 Purpose
- .1.1 ERMUC collects and retains certain personal information about those who are involved with it, that it requires to carry out the work of the church, as listed further below. ERMUC is strongly committed to responsible and lawful collection, use, disclosure, accuracy, and protection of privacy related to such personal information, and equally regardless of whether the information relates to members of our congregation or others.
- .1.2 Ensuring the accuracy, confidentiality and security of such personal information is both a legal and an ethical obligation. Persons have legal rights to privacy in the collection, use, and disclosure of their personal information, and also the right to see and request corrections to such information that an organization has collected and retains. See further information in the References section at the end of this Policy and Practice.
- .2 Collection, Retention and Use of Personal Information
- .2.1 Personal information is any factual or subjective information about an identifiable individual that is recorded in any form, and includes, but may not be limited to, the following if it is not in the public domain:
- |   |  |
|---|--|
| Affiliations  | Identification Numbers;                          |
| Age / Date of Birth   | e.g., Social Insurance Number                    |
| Colour of Skin or Hair  | Income Marital and/or Social Status              |
| Credit/Debit Card and Bank Records  | Medical Records                                  |
| Donation Record Information   | Mental or Physical Disability                    |
| Driver's License Information  | National or Ethnic Origin                        |
| Employee Files, including evaluations, disciplinary actions, existence of a dispute, and related opinions | Personal E-mail Address or Social Media Identity |
| Family Members' Names   | Provincial Health Number                         |
| Health and Medical Records  | Race   |
| Financial Records, including Loans  | Religion   |
| Home Address  | Sexual Orientation                               |
|   | Unlisted Home Telephone Number                   |
|   | Weight/Height                                    |
- .2.2 Not all such information may be collected by ERMUC for any individual.
- .2.3 Personal information does not include listed telephone number, name, job title, business address and contact information, any information that appears on a person's business card, or information that is in the public domain, such as can be found through publicly available sources like the telephone book, the website [Free People Search](#), or published obituaries.
- .2.4 Some records that contain or may contain personal information are:
- baptismal, marriage, and burial records
  - personnel and lay employee records (ministry personnel and lay employees)

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- pension and benefits records
  - directories and mailing lists of church members, committees, and church groups
  - stewardship and donor information
  - records of committees that focus on personnel and pastoral relations
  - records of disputes, hearings and commissions
- .2.5 Personal information is dynamic and subject to change over time. Members and adherents are responsible for notifying the Church Office and, through the use of appropriate church forms, aspects of their personal information that they wish to be kept confidential relative to internal Church uses, as soon as they deem their information to be confidential.
- .2.6 ERMUC will collect and retain personal information only for the purposes identified for the legitimate work of the church. For example, employees of the United Church provide contact information so they can be reached in case of emergency. The contact information cannot be used to generate mailing lists for stewardship campaigns because the information was not collected for that purpose.
- .2.7 ERMUC will destroy personal information in its records that it no longer needs to carry out the work of the Church, except in cases where federal or provincial retention rules apply, or where the records have archival value.
- .2.8 Committee members, Membership Steward, Staff and Ministers obtaining and receiving personal information of current and prospective members and adherents need to be conscious of the privacy issue and make a point of asking those providing the information if any aspect of the information is confidential.
- .3 Safeguarding of Personal Information
- .3.1 ERMUC is committed to the safeguarding of personal information and will take all reasonable steps to prevent its loss, theft, unauthorized access or use, accidental disclosure, duplication, or corruption. Primary responsibility for this is with the Office Administrator or the Privacy Officer(s), if separately identified.
- .3.2 ERMUC may employ security measures appropriate to the sensitivity of the information to protect it. These may include a secure office, locked filing cabinets, electronic documents with passwords, and/or other measures as it deems necessary.
- .3.3 All persons who have access to personal information held by ERMUC must take care not to lose or misplace it, nor to leave it unattended or where others may easily access it. They must not casually discuss such information, particularly where others may overhear.

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- .3.4 No person shall disseminate personal information to others that ERMUC has provided to that person. Each person requiring personal information held by ERMUC shall request that information directly from the appropriate source at ERMUC. The Office Administrator, or Privacy Officer(s) if separately identified, should be the first contact to obtain such information, who may direct the Requester to others as appropriate, such as the M&P Committee.
- .3.5 Each person must return promptly to ERMUC, at the conclusion of any work, all personal information that ERMUC provided to carry out that work, including computer materials and databases. No copy of any personal information, provided to a person by ERMUC related to any other person, for any purpose, may be retained by the person to whom it was provided after his or her work involving that personal information is done.
- .3.6 When a person is provided any personal information held by ERMUC, that person remains obligated indefinitely to protect and keep confidential that personal information, unless and until it lawfully enters the public domain.
- .4 Managing Access to Personal Information:
  - .4.1 ERMUC will disclose such information to others only to the extent those persons have a need for it to further the work of ERMUC and the UCC. It may send personal information that it holds, as appropriate to the need, to other offices of the UCC in order that they may provide information for the United Church Observer or in order that our Conference and Presbytery may send out information on issues of our larger church.
  - .4.2 Only persons who need to access personal information held by ERMUC, for work of the church assigned to them by ERMUC, shall access such information, and only such information as they specifically require to carry out such work.
  - .4.3 Excepting as described in the two articles immediately above, ERMUC will not divulge, disclose, distribute, rent or sell any personal information it collects to any third party, nor will ERMUC use it for any other purpose than that for which it is collected.
  - .4.4 ERMUC personnel must consider all personal information received in the performance of their duties to be strictly confidential. When asked by others to disclose such information, such as the condition of someone who is ill, they should not disclose any information that is not already well-known, or that the individual or family has not given specific permission to disclose. Persistent inquiries should be referred to the family or to a Minister.
  - .4.5 Telephone numbers for members of Church families may be given only to members of the Congregation, with the exception of church officers whose listed telephone numbers may be given in relation to church business. Unlisted numbers may not be given without permission of the person assigned the number.

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- .4.6 Other contact information for members of Church families, such as electronic mail identities and addresses, and other social media addresses and identities, may not be given without permission of the person to whom it relates.
- .4.7 Electronic mail lists and similar social media group identities developed by and for ERMUC are the confidential property of ERMUC and shall be disclosed and used only as needed to conduct church business. When using such lists, users shall structure the communication so as not to disclose the names or contact information of the recipients, such as by entering the group identity for the email list only in the “bcc:” (blind carbon copy) address field of the message.
- .5 Managing Accuracy of Personal Information
  - .5.1 Every person may see his or her personal information that ERMUC holds, with the exception that some information in the confidential personnel file of an employee may not be made available to that employee, such as opinions of others related to a dispute or disciplinary action. With that exception, within a reasonable time period after receiving a request for access to such personal information, ERMUC will provide the personal information it holds related to any person to that person alone.
  - .5.2 Any person may request corrections to his or her personal information in ERMUC records, or removal of any personal information from them. Proof of identity may be required to do so. Appropriate ERMUC personnel will determine whether to comply with any such request.
- .6 Specific Practices
  - .6.1 Public Notice
    - .6.1.1 This Policy and Practice will be posted publicly in the Narthex, on key Bulletin Boards, and on the ERMUC Website.
    - .6.1.2 New members and adherents will receive a copy of this Policy and Practice.
  - .6.2 ERMUC-Owned Computers and Computer Systems
    - .6.2.1 Security necessary to ensure privacy of personal information will be maintained through the use of passwords and commercially-available programs and the application of regular updates as they become available for such programs.
  - .6.3 External Requests for Personal Information
    - .6.3.1 All requests for personal information by individuals or organizations unknown to the Ministers and the Office Administrator shall be dealt with in the following manner:
      - The request must be submitted in writing from the person named in the requested record, such as a Baptismal Certificate. If, however, the person is under the age of 18 years, the request is to be made by the Parent/Guardian.

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- Proof of identity of the individual requesting the information is required.
- .6.3.2 The Church Office will not release personal contact information. If contact is deemed appropriate, the Church Office will pass on the contact information to the member or adherent, leaving him or her to decide whether to initiate the requested contact.
- .6.4 Pew Cards
- .6.4.1 Pew Cards, which provide for individuals attending worship service to identify themselves to the Church, will include a question asking if the individual's personal information may be included in the congregational lists that can be seen by other congregational members, in accordance with this Policy and Practice.
- .6.5 Sunday School Registration
- .6.5.1 Sunday School Registration forms will request the parent/guardian to indicate if information on the form is confidential, and if so, which information is confidential.
- .6.5.2 Sunday School Registration forms containing confidential information are to be forwarded to the Office Administrator in order to ensure the church master list of members and adherents is revised to recognize the confidential information.
- .6.5.3 The Sunday School registration form will ask the parent/guardian to indicate whether his or her child's photograph may appear on the church website and any affiliated social media, without the child's name. The name of any child whose photograph may not be used shall be communicated to the Webmaster.
- .6.6 Church Lists of Members and Adherents
- .6.6.1 The Church Office will maintain a master list of members and adherents with personal contact information, both public and confidential. Confidential contact information will be safeguarded as described in this Policy and Practice. The list will be available only to Church Staff, Committee Chairs, the Membership Steward, Ministers and designated individual(s) maintaining the list. The information on the List is to be used only for Church-related activities.
- .6.6.2 The master list of members and adherents will not be given nor used by anyone other than those specified in the preceding article without the consent of someone on that list, such as a Minister.
- .6.7 Pictorial Church Directory
- .6.7.1 The pictorial church directory is distributed only to the households of ERMUC members and adherents.

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- .6.7.2 Household roster listing of personal contact information will include only telephone number and address contact information found in the telephone book and on the website [Free People Search](#).
- .6.7.3 The Church directory contains names, addresses and other means of contacting members and adherents of the congregation. Since the Church directory is for internal use only, it does not contravene the intent of this Policy and Practice, nor of the UCC guidelines or privacy legislation listed in References, below.
- .6.8 Cluster / Visitation Lists
  - .6.8.1 Cluster / Visitation lists provided to Cluster leaders / visitors will contain notation regarding entries that contain confidential information. The Cluster leaders are not to share the list with cluster household individuals unless all cluster members give their permission.
- .6.9 Specially-Created Lists for Fellowship and Pastoral Needs Groups
  - .6.9.1 Lists developed such as for Caring Connections are to be used only by these group members in accordance with the mandate of the group. These lists are not to be shared with recipients of the Fellowship and Pastoral service unless all recipients give their permission.
- .6.10 Church Website and Social Media
  - .6.10.1 Pictures of individuals or groups may be posted on the website without names unless an individual has specifically requested the Webmaster not to do so.
  - .6.10.2 Names may be associated with pictures on the website if they are on-staff or if they have given the Webmaster permission to do so.
  - .6.10.3 Names may be used on the website unless an individual has specifically requested the Webmaster not to do so. The Webmaster will do his or her best to respect the individual's wishes in this regard. The electronic mail address of the ERMUC Webmaster is [webmaster@ermuc.ca](mailto:webmaster@ermuc.ca).
  - .6.10.4 All financial data associated with groups and committees, including that associated with staff wages, is found in the Annual Congregational Financial Plan and Annual Report and will not be displayed on the website. This information is in print in the Annual Report and available to Presbytery, financial institutions, congregational members and adherents, as per guidelines governing Charitable Organizations.
  - .6.10.5 All use of social media by ERMUC, possibly affiliated within the website, will conform to the spirit and goals of this Policy and Practice.
- .7 References:
  - .7.1 A guide to identifying which records contain personal information and how this information should be used and managed to protect people's privacy: [UCC - Privacy Issues: Recordkeeping and Archives](#)

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.7.2 Office of the Privacy Commissioner of Canada / Information Related to the  
Personal Information Protection and Electronic Documents Act:  
[http://www.priv.gc.ca/leg\\_c/leg\\_c\\_p\\_e.asp](http://www.priv.gc.ca/leg_c/leg_c_p_e.asp)

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This Policy and Practice document was last reviewed and endorsed by the Congregational Life Committee on 2014-Apr-02 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**417 Personal Risk Management**

*The United Church will not tolerate, and will seek to eradicate, any behaviour by its members, lay and order of ministry, adherents, or employees that constitutes sexual abuse or child abuse.*

*The United Church is committed to providing a safe environment for worship, work, and study in all pastoral charges, congregations, institutions, agencies, organizations, or other bodies that operate under its name. Complaints of sexual abuse or child abuse will be taken seriously and will be dealt with in a spirit of compassion and justice.*

*The General Council has approved the Sexual Abuse Prevention and Response Policy and Procedures to deal with formal complaints of sexual abuse. These policies and procedures are referred to as the “Sexual Abuse Policy” in these bylaws. They must be followed.*

*The United Church seeks to protect from abuse all people who use the pastoral or professional services of the United Church, whether or not they are members or adherents. Any person who has used the professional or pastoral services of ministry personnel or employees of the United Church for purposes of pastoral care, counselling, marriage workshops, daycare, and so on, has the right not to be abused in any way. They are entitled to make a formal complaint under the Sexual Abuse Policy.*

*[UCC Manual](#), Bylaws, J.15.1*

**.1 Vulnerable Person**

A vulnerable person is a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent, is:

- in a position of dependence on others, or
- otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to him or her.

**.2 Risk Assessment and Personnel Screening**

**.2.1** The UCC document, [Faithful Footsteps / Screening Procedures for Positions of Trust and Authority in The United Church of Canada: A Handbook](#), provides a methodology that should be used for program risk assessment and personnel screening.

**.2.2** The M&P Committee will administer the personal risk assessment for each church program on behalf of Council. The M&P Committee will propose the risk assessment process, which Council will amend as they deem appropriate, and then approve.



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- .2.3 Church Committees will carry out the risk assessment for each of their programs, enlisting the help of other Committees as they deem appropriate. One such measure is to require a police record check for those involved in administering a program, both employees and volunteers, but it should never be the first, last or only measure used. Other measures may include eliminating or modifying an activity, transferring the liability to another group who would provide the service or program, and minimizing and assuming the risk.
- .3 Police Records Check
- .3.1 Further details of requirements for police records checks for committees and staff and volunteers in positions of trust are in the [UCC Manual](#), Bylaws, section J.2, and in UCC document, [Police Records Check \(January 2019\)](#).
- .3.2 A police records check is considered current if it has been obtained within the last six months.
- .3.3 A police records check is the property of the person whose name is on it.
- .3.4 A “police records check” involves two parts:
- A Criminal Background Check (CBC) is a check providing information that may include
- Criminal record information
  - Information regarding current status of court cases where the applicant is an accused
- A Vulnerable Sector Check (VSC) is an optional additional check appropriate for a person who would be working or volunteering in an area where he or she is in contact with vulnerable people. It may include disclosure for a sexual offence for which a pardon has been granted or issued.
- .3.5 In addition to the requirements for police records checks contained in the UCC documents listed in [article 417.2.1](#), ERMUC requires a police records check for every employees and volunteer in positions of trust and/or authority involving interpersonal relationships and/or handling of money.
- .3.6 Volunteers are reimbursed for the cost of their police records check by presenting their receipt to the Office Administrator. Ministry and staff employees provide the police records check at their own expense.
- .3.7 Committees responsible for programs requiring the services of employees and volunteers are responsible to see that each of those persons obtains and submits a current police records check upon applying to serve in the program, and maintains the validity of that information while continuing to serve by obtaining new police records checks at a frequency required by the details in the UCC documents listed in [article 417.2.1](#). That frequency usually is every three years. ERMUC requires the frequency to be every three years where the UCC documents do not clearly specify the frequency for any particular position at ERMUC.

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- .3.8 Any two members of the M&P Committee shall review each police records check presented to ERMUC. They shall sign and date a photocopy of the police records check to acknowledge that they have reviewed it, and shall arrange to place the signed photocopy in the personnel record of the person whose name is on it, and to return the original police records check document to the person whose name is on it.
- .3.9 ERMUC requires a police records check to be maintained by anyone who has contact with youth.
- .4 Criminal Offence Charge and Conviction Record Disclosure
- .4.1 All employees and volunteers must immediately report to the M&P Committee any criminal offence charges brought against them in any jurisdiction, and must report immediately the outcome of all such charges.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Nov-03 and approved by the Church Council on 2015-Nov-25 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **418     Discrimination, Harassment and Abuse; Violence, Prohibited Substances, Weapons**

Related documentation and materials are available from the Ministry and Personnel (M&P) Committee and/or the ERMUC Office Administrator.

See also the following UCC documents:

[Faithful Footsteps / Screening Procedures for Positions of Trust and Authority in The United Church of Canada: A Handbook](#)

[A Tender Trust Helping Churches to Provide Safe Service](#)

[Sexual Misconduct Prevention and Response Policy and Procedures \(July 2017\)](#)

[Ending Racial Harassment: Creating Healthy Congregations](#)

[Workplace Violence and Harassment Policy](#)

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### 419 Gambling and Games of Chance

**This Policy and Practice is in development.**

See UCC documents:

[Gambling](#)

[Gambling Advertisements](#)

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This Policy and Practice document was last reviewed and endorsed by the Faith Formation and Development Committee on 2014-Mar-10 and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### 420 Fragrances

This Policy and Practice will be available after Committee endorsement, followed by Council approval, now pending.

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This Policy and Practice document was last reviewed and endorsed by the Worship Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**421 Handling of Complaints and Conflict Resolution**

**.1 Responsibility for Resolution**

Complaints and conflict resolution are, in general, the responsibility of the Ministry and Personnel committee (M&P). M&P will not respond to gossip but will receive complaints / concerns submitted in writing or verbally.

Guidelines for conflict resolution are found in UCC document, [Ministry and Personnel Committees: Policies, Procedures, Practices \(January 2019\)](#), starting on page 12. See also the [UCC Manual](#), sections J.5: Principles of Conflict Resolution, and J.6: Informal Conflict Resolution Processes.

**.2 Confidentiality**

Confidentiality is of primary importance in dealing with complaints within certain limits apparent in the rest of the Policy and Practice.

**.3 Acknowledgement and Support**

M&P formally acknowledges receipt of the complaint by letter and provides a committee member to support the complainant.

**.4 Child or Sexual Abuse**

M&P must refer allegations of child abuse or sexual abuse immediately to the Conference Personnel Minister. Further details of how such matters are handled by the United Church of Canada, including both sexual and child abuse, are found in UCC document, [Sexual Misconduct Prevention and Response Policy and Procedures \(July 2017\)](#).

**.5 Informing the Respondent**

When M&P determines that it expects to resolve the complaint or conflict within ERMUC, it informs the respondent, (person against whom the complaint has been made), that a complaint has been made, and advises the respondent of:

- the nature of the complaint
- the name of the complainant
- the steps being taken, such as investigating the complaint, and the time in which we expect to resolve the complaint
- the name of the M&P Committee member who will support / assist the respondent in answering the complaint. In the case of a complaint against a staff member, the M&P liaison person normally will assist in this manner.

Allegations of child or sexual abuse cannot be resolved within ERMUC but must be processed as described in article 421.4, above. Consequently the M&P Committee is not bound by this Policy and Practice to inform the respondent of name of the complainant or any other details of the allegation.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### **.6 Encouraging Reconciliation**

If appropriate, M&P will encourage the complainant and respondent to reconcile their differences on the issue with or without assistance.

If the complainant and respondent cannot promptly reconcile their differences, M&P will investigate the matter to try to find an appropriate resolution. The investigating team can consist of one member from M&P and one member of another appropriate church committee. Neither the committee member assisting the complainant nor the committee member representing the respondent should be part of the investigating team.

#### **.7 Investigation Followup**

Following the investigation, M&P advises the complainant and respondent of its findings and recommendations and provides each a chance to accept or rebut the findings and recommendations.

#### **.8 Recommendations for Further Action**

M&P deliberates on the outcome of the investigation, and the acceptances and/or rebuttals of the complainant and respondent, and recommends any further action it deems appropriate to Council.

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This Policy and Practice document was last reviewed and endorsed by the Ministry and Personnel Committee on 2015-Jan-06 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – People-Related**

**422 Environmental, Health and Safety (EHS) Concerns**

**.1 Beliefs and Direction**

Protection of human health and safety, and the environment, is of the highest concern in everything ERMUC does and influences.

- Incidents that cause damage, or significant risk of damage, to the health or safety of our employees and contractors, members of the congregation and visitors, or to the environment, and cases of lack of compliance with the requirements of this Policy and Practice by any of those persons, are not acceptable to the church.
- Employees, contractors, members of the congregation and visitors have the obligation and the ability to prevent EHS incidents.
- All employees and contractors, and members of the congregation, are responsible and accountable for understanding and complying with all aspects of this Policy and Practice. All other visitors, as the guests of ERMUC, have the same responsibility. Each visitor who comes to ERMUC property for more than brief business with the Office Administrator should have an ERMUC host, (employee, contractor or member of the congregation), who is responsible to make their visitor aware of his/her responsibility in this regard, to monitor their related actions, and to take appropriate action in the event of lack of compliance with the Policy and Practice.
- Protection of human health and safety, and the environment, is a basic requirement in the development and conduct of all activities that constitute the life and work of the church.

ERMUC will manage its facilities and activities so as to protect the environment and the health and safety of all those involved in the life and work of the church, dealings with or for the church, and the public, while fully complying with applicable laws and regulations. ERMUC strives continually to improve its performance in these areas.

**.2 Commitments to Action**

ERMUC is committed to:

- Taking action consistent with this Policy and Practice and the beliefs stated in it, above.
- Making environmental health and safety protection an integral part of the work of the church, by integrating EHS concerns into all planning and decision-making for the life and work of the church
- Continuing to improve our EHS performance through the ongoing implementation and improvement of this Policy and Practice.
- Providing a safe work environment and training for all employees.



**POLICY AND PRACTICE – People-Related**

- Requiring the same level of commitment and performance from contractors who work on our property and for us in other ways as we do from our employees.
- Efficiently using materials, natural resources and energy to conduct the life and work of the church.
- Responding in a timely and appropriate manner if an incident occurs that damages, or significantly risks damaging, the health or safety of anyone on our property, or otherwise working for us, or the environment.
- Communicating openly and regularly on EHS issues and performance with employees, contractors, members of the congregation, and the wider community.
- Regularly auditing and assessing our performance with respect to EHS concerns, and this Policy and Practice, and taking any appropriate corrective or improvement actions.
- Seeking the best knowledge within the church and wider community regarding EHS issues.
- Elevating any EHS issue within the church when appropriate action is not being taken.

.3

**Resources**

There are many technical resources in place to provide expertise in managing complex EHS compliance requirements. These resources include:

- EHS leaders within the church and wider community
- Other technical resources
- Other EHS resources
- Legal resources

.4

**Reporting and Discipline**

All persons engaged in the life and work of the church, those working on church property and otherwise for church, must report EHS incidents immediately to a person who can initiate the appropriate response. This may be a church employee in a supervisory position, an activity leader, an officer of the Council or a Committee, or the Office Administrator.

Any employee or contractor who knowingly violates applicable environmental, health and safety policies, laws, and/or regulations will be subject to disciplinary action, up to and including termination of employment or the contract.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

Any member of the congregation who knowingly violates applicable environmental, health and safety policies, laws, and/or regulations will be subject to actions by ERMUC appropriate to the severity of the incident. This may range from a request to the member to acknowledge and avoid similar errors in future, through mitigation of related damage and restoration of conditions before the damage, to barring the member from participating in activities that would provide an opportunity for a recurrence of the incident.

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar-19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – People-Related**

#### 423 Archiving

**This Policy and Practice is in development.**

See UCC document:

[A What Do the Archives Want? A Basic Guide for Congregations.](#)

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This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

#### 424 Requests by Third Parties Regarding Substitute Decisions

##### .1 General

This Policy and Practice describes how ERMUC responds to requests by third parties to speak or act on behalf of others with ERMUC, whether or not either party is a member or adherent of ERMUC or the wider community. For example, a person may contact ERMUC verbally or in writing, asking that the church desist from communicating with a relative relating to membership, giving, donations, Capital Campaign pledge or a bequest.

##### .2 Member' Request

The Office Administrator is able to arrange a Transfer of Membership to another church at the request of a member, and will advise the Ministers and Membership Steward that this is being done.

##### .3 Member or Third Party Request for Removal of Membership

On receipt of a request for removal of a member from membership by the member or a person recognized as having Power of Attorney (POA) for that member, the Office Administrator will advise the Ministers and Membership Steward of the request, who then will co-ordinate with each other in carrying it out. The Administrative Secretary will remove the member when directed to do so by the Membership Steward.

##### .4 Member or Third Party Request – Financial Matters

If a member or adherent, or person recognized as having POA for the member or adherent, requests that the member's or adherent's Pre-Arranged Remittance (PAR) contribution or Capital Campaign pledge be stopped or cancelled, a form must be completed to document the request. A copy shall be kept in the church office files.

The form shall include, but may not be limited to, the following entries:

I, (Member or Adherent's name) , request that my PAR / Capital Pledge contribution to Edith Rankin Memorial United Church be discontinued.

(Member or Adherent's signature or Signature of POA, ensuring that "POA" is affixed to the signature)

##### .5 Sufficiency of Declaration of Power of Attorney

It is not necessary for a person claiming to have POA to provide proof of a claim to have obtained that legal authority to act for a member or adherent. ERMUC disavows any responsibility for acting as directed for a member or adherent by any person making such a claim.

##### .6 Justifications

The following is the justification for both the above Practises and, if necessary, the request for POA authorization in support of the request.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – People-Related**

- .6.1 Rights to Communicate and Act
  - .6.1.2 ERMUC encourages all Members to communicate directly with ERMUC, and to act on such communications, without third-party involvement.
  - .6.2.2 ERMUC asserts its right to conduct communications directly with any Member, including communications such as those related to givings, donations, Capital Campaign Pledge and bequests.
- .6.2 Power of Attorney and Guardianship
  - .6.2.1 ERMUC recognizes the right of a person wishing to communicate or act on behalf of another person of mature age only in accordance with the legal processes related to Power of Attorney or Guardianship.
  - .6.2.2 ERMUC reserves the right to require notification in writing from any third-party representative asking to communicate, or act on behalf of, another person before it will consider such a request.
- .7 Some Further References
  - . [Government of Ontario – Ministry of the Attorney General / Power of Attorney](#)
  - . [Government of Ontario – Guide to the Substitute Decisions Act](#)

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This Policy and Practice document was last reviewed and endorsed by the AS&R Committee on 2016-Jan-19 and approved by the Church Council on 2016-Jan-26 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### **500 Use of Church Facilities**

- .1 General
- .1.1 The Church Council reserves the right to approve all usage of Church buildings, property and other facilities, and in all cases, the right to refuse or rescind approval of their use.
- .1.2 The Church Council will review annually all its long-term usage approval decisions and re-approve or rescind each decision at that time. A long-term usage is any that involves repeated usage of Church facilities over a period of one year or more.
- .1.3 The Church Staff will approve all agreements for the use of buildings, property and facilities. Agreements must specify the parts of Church buildings, property and other facilities approved for use for each activity or event.
- .1.4 The primary use of ERMUC buildings, property and other facilities shall be for religious purposes, both worship and educational, but activities that benefit the wider community or that promote justice and care for others and the environment shall also be encouraged. Priority will be given to Church sponsored functions, with higher priority given to regular and special religious services, funerals and weddings.
- .1.5 The use of the church Sanctuary for non-Church sponsored functions is restricted to those functions that would respect the Sanctuary primarily as a place of worship and a House of God. Conducting non-Church sponsored business, political activities and forums, and fundraising activities is permitted in the Church Sanctuary.
- .1.6 The use of Church facilities is limited to non-profit or community organizations. No person, group, or organization may use the grounds or facilities for commercial or political activities, excepting use of part of the Church building as a polling station during elections for various government levels.
- .1.7 Groups using the facilities on a continuing basis for meetings must notify the Office Administrator when they will NOT meet and also when they use the facility for an activity at a time other than their regular meeting.
- .1.8 ERMUC is not responsible for any losses, injuries, or damages incurred by individuals or groups using the building or property for any non-church activity.
- .1.9 Those using the building or property are responsible for any losses or damages incurred to the building or property.
- .1.10 Smoking or use of illicit drugs is not allowed within the Church building or on Church property, per [Policy and Practice 418](#): Discrimination, Harrassment and Abuse, Violence, Prohibited Substances, Weapons. Consumption of alcoholic beverages is discouraged, but may be permitted in connection with some activities.

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### **POLICY AND PRACTICE – Facilities-Related**

- .1.11 Gambling activities are discouraged within the ERMUC building or on Church property, per [Policy and Practice 419](#): Gambling and Games of Chance.
  
- .1.12 No property or equipment of the Church shall be removed from the building except for repairs or disposal authorized by the appropriate Church body. This applies to utensils, tables, chairs, electronic equipment, musical instruments, etc. (This excludes any equipment designated specifically for use by outside groups, e.g. folding tables) Exceptions can be made only by permission from the Church Council.
  
- .2 Responsibilities for Bookings
  - .2.1 All bookings for all usages of Church buildings and other facilities must be done by an individual or member of the group that makes application for its approval, through the Office Administrator, who co-ordinates the overall scheduling of such usages.
  - .2.2 All bookings should be made as soon as an activity or event is approved for the use of Church facilities, and the individual or group requesting such use determines the dates and times on which they want to conduct it.
  - .2.3 Failure to request a booking for an approved event sufficiently in advance of the date of the event, as judged to be reasonable by the Office Administrator, may result in refusal of the requested booking.
  
- .3 Appropriate Use of Information Technology and Communication Equipment
  - .3.1 Privacy and Use Expectations

Information and electronic communication hardware and software owned by, or provided for the use of ERMUC, is monitored by the Church. The Church retains the right to access them and use any content in them for any lawful purpose. Users of such tools should not expect the same degree of privacy in their use that they may enjoy in the use of similar personally-owned tools that are not provided for the use of ERMUC.
  - .3.2 Acceptable Electronic Usage

ERMUC recognizes that information technology and communication tools evolve rapidly and are vulnerable to inappropriate and unlawful use. These tools are important to ERMUC in the ongoing pursuit of its mission and vision. To avoid the creation of any impediment to the Church in that ongoing pursuit, all users of these tools are expected to use them only in ways that are appropriate and lawful, and primarily in support of Church-related programs and activities.

Appropriate and acceptable uses of information technology and communication tools include:

**POLICY AND PRACTICE – Facilities-Related**

- Church-related communications; internal (with other ERMUC employees and volunteers) and external (with other church organizations, contractors and suppliers)
- Limited personal use that does not distract from use of the tool in support of Church-related programs and activities or result in inappropriate or unapproved costs.

Inappropriate and unacceptable uses include:

- Revealing confidential information held by ERMUC or any other person or group without the appropriate authorization or agreements in place, whether this is done inadvertently or intentionally, and whether inside or outside of the Church.
- Accessing, distributing or storing materials that could be considered unethical, inappropriate, offensive, disrespectful, harassing or abusive to others.
- Conducting outside business. Transmitting legally-privileged information without permission from the appropriate Church authority.
- Misrepresenting oneself as another individual or company.
- Conducting illegal activities.
- Sending (including uploading) or receiving (including downloading) or forwarding or copying information in violation of copyright laws.

**.3.3 Offensive or Harassing Communications**

It is unacceptable to view, access, transmit or forward inappropriate content. Inappropriate content includes profanity, violence, gore, potentially offensive jokes, images or other materials depicting or pertaining to nudity, sex or a person's colour, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, or other legally protected factors.

Users who receive an electronic mail message containing inappropriate content must delete it immediately, and may not forward the content to an alternate electronic mail address. As a further precaution, if the sender is known to you, you should advise them not to send such items to a Church electronic mail address. If such material is received from an unknown source, you should not contact the sender, but should contact the Media and Communications Committee or a Minister if the activity is offensive or excessive.

**.3.4 Electronic Data and Systems Security Expectations**



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Security is the responsibility of every user of information technology and communication hardware and software. All users are expected to ensure the security of the accounts and equipment they use to manage information related to the Church and others. See also [Policy and Practice 416: Personal Information Privacy and Data Protection](#). In all cases, the security precautions taken should reflect the level of sensitivity and confidentiality of the information being protected. In general, the use of non-Church-owned information or communication technology to conduct Church programs, activities and business should be minimized. In the event that it is necessary for a person to use personal or other non-Church-owned equipment to conduct Church programs, activities or business, the user must take appropriate precautions. Each person who uses information technology must understand and ensure at least the following:

- Secure and password-protect workstations, portable electronic devices or other devices that provide access to Church information and confidential information of the Church and others.
- Individual accounts must be password protected.
- Access confidential information only through equipment owned by the Church and only using an appropriately secured network.
- When absolutely necessary to use non-Church-owned equipment (such as while traveling), take all appropriate precautions that such information is not inadvertently left exposed or stored on such non-Church equipment.
- Do not share passwords with other employees or volunteers.
- Users who become aware that their access to information, information technology or communication tools is no longer appropriate to their role in or for the Church are responsible to take the action that removes their access to such information or tools.

If the need arises to exchange confidential or sensitive information using electronic communication tools, consider securing the information using appropriate encryption tools, or exchange the information by a means that does not involve the use of a communication network, such as through the exchange of information storage media (a CD, diskette, or “USB stick / thumb drive”) containing the information.

Contact the Media and Communications Committee if you are unsure how to fulfill these responsibilities.

**.3.5 Security and Proper Use of Church Property**

Every person with access to Church property or funds is responsible to manage these assets to avoid misuse. Preventing the theft, misuse or misappropriation of Church property by others should be a concern of every employee and volunteer.

**POLICY AND PRACTICE – Facilities-Related**

Losses can often be limited through normal precautions, including, but not limited to, the following:

- Securing equipment, supplies and material against theft or unauthorized use.
- Reporting suspicious persons or activities to Church personnel.
- Reporting all violations of established controls, such as financial or access controls.

.3.6

**Copyright**

Copyright laws protect many materials used for the work of the Church. Audio and videorecordings, books and magazines are some examples of these materials. Presentation slides, training materials, management models or other materials prepared by outside consultants or organizations also may be copyrighted.

Employees, volunteers and others acting for the Church may not reproduce, distribute or alter copyrighted software, documentation or other materials without a valid license or other prior permission of the copyright owner or its authorized agent.

To distribute copyrighted materials, several options are available:

- Seek permission to reproduce and distribute from the copyright owner.
- Circulate the original material.
- If the material is available through an internet website, distribute a link to that website rather than the material itself
- Determine if the material may be distributed by referring to the Copyright Clearance Center, through their website at <http://www.copyright.com/>.

.3.7

**Software License Agreements**

Software licensed for use by ERMUC on its computers generally is created and copyrighted by other companies and may be subject to restrictions regarding its use and distribution. The Church generally receives and uses this software under licensing agreements and does not have ownership rights. Copying or using software on unauthorized computers may be illegal and also may violate the license agreement.

Software must be used only in accordance with the terms specified in the applicable software license agreement. Users are responsible for understanding and complying with all related ERMUC Policies and Practices, and all software license agreements. If a specific software license agreement is not clear, contact the Media and Communications Committee for clarification.

.3.8

**Copying, Using or Distributing Unauthorized Software**

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Facilities-Related**

Users must not make, use or distribute unauthorized copies of any software under any circumstance.

#### .3.9 Outside Requests for Information

Requests for information from outside ERMUC must be referred to the appropriate group or person.

- All inquiries from government and other regulatory agencies should be referred to the Chair of the appropriate Committee, or if that is not known by the person receiving the inquiry, to the Office Administrator. Such inquiries may involve matters such as employment standards, environmental, health and safety concerns, and municipal services.
- All inquiries from news media should be referred to a Minister or the Office Administrator, who will identify an appropriate spokesperson.
- All inquiries about current or former employees of ERMUC should be referred to the Office Administrator, or to the Chair of the Ministry and Personnel Committee, including inquiries made directly to the person who is the subject of the inquiry.

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar-19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – Facilities-Related**

**501 Rentals and Loans of Space, Facilities and Property**

- .1 Conditions Applying to All Rentals and Loans
  - .1.1 A “rental” is an assignment of Church space, facilities or property, by the Church to any individual, or to a group that is not part of the Church, for use as set forth in the rental agreement by that party for a set fee. Use of Church space, facilities or property by a Church group hosting, or on behalf of an outside group, is a service to others, not a rental. An example of a service to others is a group of church members catering a meal for an outside group. See [Policy and Practice 502](#): Use of Space, Facilities or Property in Service to Others.
  - .1.2 A loan of church space, facilities or property is considered a rental at a fee amount of zero. All other conditions in this Policy and Practice apply. A freewill offering is welcomed for the use of Church space, facilities or property when no fee is charged.
  - .1.3 The Church Council, or its designated appropriate Committee, is the Church group that sets fees to be charged for rentals of all church space, facilities and property. See Appendix A: Fee Schedule for typical fees. Council or its representative transacting the rental agreement, such as a designated member of the appropriate Committee, may choose to levy a different fee depending on the circumstances in each rental event.
  - .1.4 The appropriate Church group will consider a request to rent space, facilities or property for use in non-Church functions held on or off Church property. Such a request should be brought to that group in sufficient time to enable it to be put on the agenda for approval at its next regular meeting. Council typically meets once in each of nine months of the year; most Committees meet monthly. However the Chair of the group that would approve the rental, or his/her designate, also may choose to accept the request, and may choose to approve it on behalf of the group, when such a request is urgent, involving date(s) for use of the space, facility or property before the next regular meeting of the group. In making every rental approval decision, the approver must consider that space, facilities and property are maintained primarily for use in Church functions.
  - .1.5 A deposit, per the fee schedule or as decided by Council or its representative, is required from the renter in connection with every rental. For a renter who is a member of the Congregation, and at the discretion of the group that approves the rental request, or the person approving an urgent rental request on behalf of the group, the deposit may be waived.
  - .1.6 For each rental event, the renter will complete and sign the appropriate ERMUC rental agreement, providing on it contact information and accepting responsibility to return the space, facility or property in the condition it was in when rented.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Facilities-Related**

- .1.7 On completion of use of the rented space, facility or property, it will be inspected by the designated Council representative, who then will decide on one of the following methods to complete and close the rental agreement:
- If the space, facility or property is in the same condition it was in when rented, upon payment of the rental fee, the full deposit will be returned.
  - If the space, facility or property is damaged or dirty, the cost to restore it to the condition it was in when rented will be deducted from the deposit and upon payment of the full rental fee, the remainder of the deposit, if any, will be returned. If the cost to restore it exceeds the amount of the deposit, the deposit will not be returned and the renter will be charged the excess amount in addition to the full rental fee to close the rental agreement.
  - If it is impractical to restore the space, facility or property to the condition it was in when rented, or if doing so will exceed the cost of replacement of the space, facility or property, the cost to replace it will be deducted from the deposit and upon payment of the full rental fee, the remainder of the deposit, if any, will be returned. If the cost to replace it exceeds the amount of the deposit, the deposit will not be returned and the renter will be charged the excess amount to close the rental agreement.
- .2 Space, Facilities and Property Rental – Default Responsibility
- .2.1 The Administration, Stewardship and Resources (AS&R) Committee is responsible for rentals of church space, facilities and property not specifically assigned to other groups, below.
- .3 Costume Rental Responsibility
- .3.1 The Faith Formation and Development (FF&D) Committee is responsible for costume rentals. ERMUC maintains a beautiful costume collection located in the closet, downstairs, across from the Nursery.
- .3.2 The costume closet will remain locked at all times. One key is kept in the Office Administrator's office, and another in the Sunday School office.
- .3.3 The costume closet will be kept clean and organized. When a costume is removed and later returned, it is to be returned to its designated place in the closet.

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar-19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

**POLICY AND PRACTICE – Facilities-Related**

**502 Use of Space, Facilities or Property in Service to Others**

- .1 Conditions Applying to the Use of Space, Facilities or Property in Service to Others
  - .1.1 A “Service to Others” is an activity by a Church group, involving the use of Church space, facilities or property, hosting or for the benefit of, a group that is not part of the Church, whether or not it involves a fee for doing so. An example is a group of church members catering a meal for an outside group. Rental of Church space, facilities or property by an individual or group that is not part of the Church is not a Service to Others but a Rental. See [Policy and Practice 501](#): Rentals and Loans of Space, Facilities and Property.
  - .1.2 A service to others may be provided for a fee amount of zero. All other conditions in this Policy and Practice apply. A freewill offering is welcomed for such a service when no fee is charged.
  - .1.3 The Church Council, or its designated appropriate Committee, is the Church group that sets fees to be charged for services to others. See Appendix A: Fee Schedule for typical fees. Council or its representative transacting the service agreement, such as a designated member of the appropriate Committee, may choose to levy a different fee depending on the circumstances in each service event.
  - .1.4 The appropriate Church group will consider a request to provide a service for non-Church functions held on or off Church property. Such a request should be brought to that group in sufficient time to enable it to be put on the agenda for approval at its next regular meeting. Council typically meets once in each of nine months of the year; most Committees meet monthly. However the Chair of the group that would approve the rental, or his/her designate, also may choose to accept the request, and may choose to approve it on behalf of the group, when such a request is urgent, involving date(s) for provision of the service before the next regular meeting of the group. In making every service approval decision, the approver must consider that space, facilities and property are maintained primarily for use in Church functions, and people needed to provide the requested service may be committed at the same time to other activities in support of the life and work of the Church.
  - .1.5 A deposit, per the fee schedule or as decided by Council or its representative, is required from the service requester in connection with every service event. For a requester who is a member of the Congregation, and at the discretion of the group that approves the service request, or the person approving an urgent service request on behalf of the group, the deposit may be waived.
  - .1.6 For each service event, the requester will complete and sign the appropriate ERMUC service agreement, providing on it contact information and accepting responsibility to accept the service in accordance with the agreement.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Facilities-Related**

- .1.7 On completion of provision of the service, or upon receipt of a request to cancel or change provision of the service from the requester, the designated Council representative will decide on one of the following methods to complete and close the service agreement:
- If the service was provided in accordance with the agreement, and without damage to space, facility or property of the Church caused by the person or group who received the service, upon payment of the service fee, the full deposit will be returned.
  - If the space, facility or property is excessively damaged or dirty, caused by or due to the negligence of the person or group who received the service, the cost to restore it to the condition it was in before provision of the service will be deducted from the deposit and upon payment of the full service fee, and the remainder of the deposit, if any, will be returned. If the cost to restore it exceeds the amount of the deposit, the deposit will not be returned and the service requester will be charged the excess amount in addition to the full rental fee to close the rental agreement.
  - If it is impractical to restore the space, facility or property to the condition it was in before provision of the service, or if doing so will exceed the cost of replacement of the space, facility or property, the cost to replace it will be deducted from the deposit and upon payment of the full service fee, the remainder of the deposit, if any, will be returned. If the cost to replace it exceeds the amount of the deposit, the deposit will not be returned and the service requester will be charged the excess amount to close the service agreement.
- .2 Services to Others – Default Responsibility
- .2.1 Depending on the nature of the service, it may be the direct responsibility of any of the Council, or Council may delegate it to any of the Committees, such as but necessarily not limited to:
- Congregational Life (CL) Committee
  - Faith Formation and Development (FF&D) Committee
  - Media and Communications (M&C) Committee
  - Mission & Outreach (M&O) Committee
- .3 Catering Service Responsibility
- .3.1 The Catering Team of the Congregational Life (CL) Committee is responsible for all food catering services, per [article 305.3](#).

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 503 Baptism Service

This topic is addressed at the ERMUC web page: [Baptism Policy](#).

Related documentation is available from the Worship Committee and/or the Office Administrator.

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 504 Marriage Service

This topic is addressed by the ERMUC document, “Guideline for Weddings” and at the ERMUC web page: [Wedding Policy](#).

Related documentation is available from the Worship Committee and/or the Office Administrator.

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## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 505 Funeral and Memorial Service

This and related topics are addressed by the following separate ERMUC documents, available from the Worship Committee and/or the Office Administrator:

Guide – Remembering and Celebrating - Funerals

Policy – Flower and Plant Use In the Sanctuary

Remembrance and Hope Service-Procedures

Policy – Memorial Fund Guidelines

[\*Click Here to Return to the Start of the Links in the Table of Contents\*](#)

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 506 Meeting Rooms

**P+P 506 is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

**POLICY AND PRACTICE – Facilities-Related**

**507 Kitchen and Food Management**

**.1 Purpose**

This Policy and Practice provides guidelines for church activities at which food is prepared and/or served, including its solicitation, preparation and safe handling, as well as the recruitment of food service volunteers.

**.2 Stewardship of Food Handling Facilities and Practices**

The Congregational Life Committee has stewardship responsibility for all food services, per [article 305.3](#). The Catering Team oversees the food service component of some congregational events by providing either coordination or support for it. It responds to all requests for catering on church property, provides catering on the basis of a free will offering from the family for funerals of ERMUC congregation members, and recruits volunteers. The Property Committee oversees the maintenance of the main kitchen and all ancillary food preparation and handling areas on the Church property. The Congregational Life Committee is responsible to ensure that all legislated and practice requirements for all food preparation, storage and handling in the church building are met.

**.3 Food Service Event Planning**

**.3.1** A designated member of the Congregational Life Committee should be made aware of any event on Church property at which a meal will be prepared and/or served. In the case of ongoing food service activities, a person designated by the Committee will participate in the original planning and then will be consulted if any significant change is made to the food service arrangements.

**.3.2** The organizers of an event at which a meal is prepared and/or served may choose whether to engage the Catering Team to coordinate food services at the event, or to support the organizers' doing so. If the latter, the organizers must designate a volunteer catering coordinator for the event. That volunteer will meet with a delegate of the Congregational Life Committee to learn the requirements for food handling and will ensure that all such requirements are met during the event.

**.3.3** If the organizers of an event choose to employ an outside caterer, they are required to ensure that the caterer is competent to meet all regulations. The caterer will certify that he or she has adequate liability insurance for the service provided. The organizers of the event will designate one person to be the congregation's contact person with the caterer.

**.4 Use of Kitchen Facilities**

**.4.1** The following requirements apply to all usages of the kitchen facilities. Our core value of Stewardship, ([article 100.3.8](#)), requires us to care for the environment. Accordingly, users of the kitchen facilities are required to:

- Minimize the use of non-re-usable containers, both recyclable and non-recyclable.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Facilities-Related**

- Minimize the use of recyclable or disposable containers, dishes and utensils. Use washable containers, dishes and utensils provided in the kitchen, or loaned by others.
- .4.2 Immediately after use of the kitchen, all users must:
- Turn off all appliances and shut off all gas burners and ovens. If appropriate, return all natural gas shut-off valves to the off/safe position.
  - Clean and shut down the dishwasher according to the instructions for its use, if it was used.
  - Clean the kitchen, appliances and utensils, and return all appliances and utensils in their proper storage locations. Restore the facility to the condition you would like to find it when you come to use it.
  - Arrange for prompt laundering and return of articles used such as washcloths and dish towels.
  - Arrange for return of any dishes and appliances to owners who may have loaned them for use in the activity.
  - Dispose of all left-over food appropriately immediately after the event.
  - Remove, or arrange for prompt disposal, of all garbage immediately after the event.
- .4.3 If a private catering service is used for any event, the caterer must furnish all the necessary equipment which must be then removed immediately after the event. Storage of catering equipment on Church property is not permitted before or after the event.
- .5 Health and Safety Practices
- .5.1 The Congregational Life Committee is the authority to resolve all questions related to health and safety practices involving food preparation, handling, serving, and cleanup.
- .5.2 Any 'hazardous' food, including all meat and dairy products, served at ERMUC that is not prepared on Church property must be prepared in a kitchen which has been approved by the Public Health Unit and transported safely. This requirement does not apply to baked goods or events, such as pot-luck meals, to which members of an organization may bring food to share with one another.
- .5.3 All china, glassware, cutlery, pots and other articles used in the preparation, storage or serving of food will be cleaned and stored in accordance with health regulations. There will be no exceptions.
- .5.4 Care will be taken in the planning and supervision of all events at which food is prepared or served to ensure the safety of volunteers and those who attend the event. Risks include, but are not limited to, slippery floors, electrical appliance hazards (particularly when used in close proximity to water), and tripping hazards in walkways and kitchen facilities.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

- .5.5 Each group using the kitchen on a continuing basis is responsible to maintain adequate supplies of non-perishable food service staples, (coffee, tea, sugar, etc.), and disposable products which are deemed necessary (napkins, cups, etc.), to provide for their events.
- .5.6 The Property Committee is responsible to oversee and, where necessary, provide for the maintenance of the main kitchen, ancillary food preparation and handling areas on the Church property, and all food storage areas. The Committee will ensure that all refrigeration appliances are defrosted in accordance with an appropriate maintenance schedule, that all other gas and electrical appliances are maintained as required, and that all safety and legal requirements with respect to gas and electrical appliances continue to be met.
- .6 Recruitment of Workers
- .6.1 ERMUC depends on the generosity of the members of the congregation to volunteer time and contribute food or money for food service events. In every case, the request for help will include a description of the event, its purpose and the designation of funds raised by the event, if any. However the Church wants to ensure fair distribution of that burden and to honour the wishes of both those who are able and willing to help in this way, and those who are not. To that end, recruitment of such volunteer contributions will be made only in one of three ways.
- Organizers of an event at which food will be prepared and/or served are entitled to recruit donations and/or volunteer workers from their own membership.
  - After consultation with the Office Administrator, organizers of an event may post sign-up lists by which members of the congregation may volunteer their participation. The Secretary will ensure that such solicitation does not conflict with other similar requests for congregational support.
  - Organizers of an event may recruit donations and/or workers from the congregation at large.
- .7 Catering for Baptism, Wedding, Funeral and Memorial Services, and Other Events
- .7.1 As part of its ministry to families celebrating baptisms, weddings, or in bereavement, ERMUC will endeavour to offer opportunities for fellowship and refreshments following such services held in the church building. This service also may be offered to families when a service held elsewhere is for a member or adherent of the congregation and/or officiated by a Minister of the congregation.

**POLICY AND PRACTICE – Facilities-Related**

- .7.2 The Congregational Life Committee will designate one of its members to be its contact person, and at least one alternate contact person who may or may not be a member of the Committee. All requests for such events should be made initially to the Office Administrator, who will advise the availability of ERMUC facilities on the dates and at the times requested, and who will advise the Committee contact person of each such request for which the Church facilities are available on the date and time requested. The contact person then will communicate with the family to determine the details of the request including type of food to be served and approximate number of attendees expected. The contact person then will make sure that all required church rooms and facilities are booked for that purpose.
- .7.3 The Congregational Life Committee is responsible for such receptions. The UCW has the first opportunity to provide catering for funerals of members of the ERMUC congregation, and the Catering Team has the first opportunity to provide catering for funerals of others. If those teams are not able to provide such services, it may be provided by another Church group nominated by the family to provide it, or if no Church group can do so, by an outside group as described in [article 507.3](#).
- .7.4 A fee for the use of Church facilities is charged for receptions related to baptisms and weddings. No fee is charged for receptions related to funeral and memorial services, however, practice is to expect a donation. See further details in [Policy and Practice 501: Rentals and Loans of Space, Facilities and Property](#). All proceeds after expenses from such receptions, whether positive or negative, will be for the account of the group providing the reception.
- .7.5 The group providing the reception will arrange for the food, the recruitment of adequate setup, serving and cleanup staff, all in accordance with this Policy and Practice. The custodian(s) may be engaged to provide additional support as needed.
- .7.6 Volunteer workers for receptions related to baptisms, weddings, and funeral and memorial services normally will be recruited from friends, neighbours and associates of the family. If the number of volunteer workers recruited from those sources is not sufficient, the group providing the reception may recruit additional volunteers as described elsewhere in this Policy and Practice.

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This Policy and Practice document was last reviewed and endorsed by the Congregational Life Committee on 2014-Apr-02 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 508 Audio / Visual Systems

**P&P 508 is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the Media and Communications Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.



## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 509 Organ, Piano, Bells, Other Musical Instruments and Accessories

This Policy and Practice will be available after Committee endorsement, followed by Council approval, now pending.

[\*Click Here to Return to the Start of the Links in the Table of Contents\*](#)

This Policy and Practice document was last reviewed and endorsed by the Worship Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Facilities-Related**

#### 510 Photocopying

This Policy and Practice will be available after Committee endorsement, followed by Council approval, now pending.

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This Policy and Practice document was last reviewed and endorsed by the Mission and Outreach Committee on 2014-Feb-10, the Administration, Stewardship and Resources on 2014-Mar-19, the Media and Communications Committee on 2014-Mar-27, the Congregational Life Committee on 2014-Apr-02, and the Worship Committee on [yet to approve], and approved by the Church Council on [date] and may incorporate changes since the previous version.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

#### 600 Fund Raising

##### .1 Purpose and Beneficiaries

The purpose of fundraising activities held at, or sponsored by ERMUC, is to encourage ways to financially support the following:

- ERMUC operations and those of current church committees or groups.
- The overall mission and vision of ERMUC as detailed in our Mission Statement.
- Outside projects and other not-for-profit organizations which ERMUC chooses to support as a member of the community and which contribute to the overall betterment of the community and world or individuals within the community and world.

##### .2 Approval for Fundraising Activities

.2.1 Before a fundraising activity to be held at or sponsored by the church can take place, the activity must be reviewed and approved by the Church Council. Activities “sponsored by the church” include all activities promoted by, or at ERMUC, as well as those activities or events promoted by any of its committees or groups, whether the fundraising activity is to be held at the ERMUC building or property or at some other location.

.2.2 The ERMUC Committee Chair or Group Leader with responsibility for the activity will apply for approval of the proposed activity or event in writing to the Church Council. This must be done well in advance of the proposed time of the activity or event so that it may be approved by the Council as part of the work of its scheduled meetings.

##### .3 Constraints

.3.1 Fundraising activities cannot be promoted in *The Anchor* or by any other means until approval has been obtained from the Church Council.

.3.2 Gambling activities are discouraged. See [Policy and Practice 419](#): Gambling and Games of Chance.

.3.3 Each fundraising activity must be sponsored by a church committee or group and will be considered for approval only if the activity or event meets at least one of the three objectives detailed in article 600.1, above.

.3.4 In fairness to our members and adherents, fundraising activities cannot be a vehicle for promoting the business of individual church members or adherents or those connected with individual church members or adherents. Therefore, proposed fundraising activities where a specific individual or individuals have the opportunity to make a profit on items sold, or otherwise promote or benefit their individual businesses, will not be approved. This limitation does not include events such as craft fairs, where any interested member or adherent can participate in the fundraising activity provided they are contributing to the overall work of the church through the proceeds of the activity or the rental of space to sell their product.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Funding-Related**

- .3.5 Service providers used in connection with fundraising activities (such as speakers, performers, caterers, etc.) can be compensated for the specific services they provide at pre-arranged rates. Service providers and compensation should be identified in the written fundraising application submitted for approval. Where such arrangements are part of a fundraising activity, they will be reviewed during the approval process.
- .3.6 For all approved fundraising activities, committees and groups must adhere to written guidelines detailing the appropriate use of church facilities, and any applicable recordkeeping and reporting procedures.

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar-19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Funding-Related**

#### **601 Gifting**

- .1 Designated and Undesignated Gifts
  - .1.1 Designated gifts are those where the donor has specified how the gift is to be used. The principal and interest arising from such gifts will be used in accordance with the intentions stated by the donor.
  - .1.2 Undesignated gifts are those with no conditions attached to the use of the gift. Both the principal and interest are available for use by the congregation as it deems most appropriate.
- .2 Planned Giving (Legacy Fund)
  - .2.1 Planned Giving is a way for persons to support the ministry of ERMUC. Many members and adherents have a strong commitment to their faith and to the ministry of the Church. Planned giving is an opportunity to reflect that commitment in their will or by other means.

Planned gifts most often are provided from a person's accumulated assets rather than his or her income, most often through the person's will (a bequest).
  - .2.2 Donors may plan and carry out gift commitments to ERMUC for many reasons:
    - A belief that possessions and gifts from God are to be shared in life and death
    - A sense of gratitude to God for a rich and rewarding life
    - A caring and concern for the future of the church
    - An expression of their faith
    - A form of personal ministry
  - .2.3 Planned gifts may be made through deferred gifts such as:
    - bequests in wills
    - charitable gift annuities
    - life insurance
    - charitable remainder trusts and residual trustsand current gifts such as:
    - real and personal property (cash, stocks, mutual funds, bonds, real estate)
    - interest free loans
    - named endowments
  - .2.4 Endowment and Memorial Gifts

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

An endowment gift is a gift of capital that will be invested by ERMUC to provide continuing income. Each year the income is used for the church's work. The principal remains indefinitely. You may designate the work or ministry of the Church that you wish the income to support. An endowment may be named as a memorial legacy.

#### .2.5 Enquiries and Advice

A person intending to make a planned gift to ERMUC should contact a member of Council or a Minister. He or she also may want to contact the regional UCC Gift Planner. Contact information for the regional UCC Gift Planner may be obtained from the Office Administrator or from the national office of the United Church of Canada. UCC provides a website and several documents to aid prospective donors:

- website: [UCC Foundation - Endowment and Long-Term Funds](#)

A person wishing to make a planned gift to the church also is encouraged to consider seeking professional advice from a resource such as a lawyer or chartered accountant.

#### .3 Responsibilities of the Trustees for Gifts

.3.1 The Trustees are the custodians of all gifts received by the Church, and are responsible for investing and administering the gifts. The Trustees shall report annually to the congregation all gifts received by ERMUC, shall provide financial statements indicating the results in the past year for funds invested from gifts, and all actions taken in administering the gifts. Auditing of funds from gifts is provided as described in [Policy and Practice 205](#): Independent Financial Review / Audit.

.3.2 Gifts shall be managed in accordance with this Policy and Practice and the directions provided by votes of the congregation. The responsibilities of Trustees with regard to investments include safekeeping and maintenance of all required financial records, and a permanent record of all donations.

See also the UCC document,  
[Trustees Handbook with Concordance \(October 2016\)](#).

#### .4 Disposition or Transfer of Gifts

.4.1 Designated gifts received are retained and managed separately and distinct from all other church funds. Disbursements of funds arising from planned gifts must be approved by a vote taken in a meeting of the congregation.

.4.2 Gifts are part of the assets of the recipient, or intended recipient in the case of planned gifts, whether or not they are yet actually received.

.4.3 In the event that the congregation of Edith Rankin Memorial United Church amalgamates with another congregation:

*This section applies to gifts made to a congregation that has amalgamated, whether the gifts are made before or after the amalgamation. "Gifts" include bequests made in a person's will.*

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

*The gift automatically goes to the new amalgamated congregation, even if the gift document refers to the congregation by its former (pre-amalgamation) name.*

*[UCC Manual](#), Bylaws, G.1.4.7*

In the event that the congregation of Edith Rankin Memorial United Church is disbanded:

*The congregation makes a proposal to the presbytery for dealing with the congregation's property, which must be used for the mission of the congregation or the wider United Church. The presbytery makes a decision on the proposal. Both must follow the requirements for dealing with congregational property.*

*[Note:] The presbytery may decide to approve the congregation's proposal as presented, or it may approve the proposal with changes, or it may decide to deal with the congregation's property in some other way than as set out in the proposal.*

*[UCC Manual](#), Bylaws, G.1.5.4*

#### .5 Gift Acceptance Policy

Council will carefully consider the nature, extent and impact of gifts and any restrictions. The restrictions may be due to the type of gift, (e.g. if real estate was given, requiring extensive environmental cleanup), or may be due to the use that the donor has designated for the gift.

Council will seek professional help as they deem appropriate in determining whether to accept the gift. A decision may be made not to accept a gift if, for example, it is specified for a cause or organization that the church does not support, or if the terms and conditions around the gift impose unreasonable demands.

Council must decide whether to accept a gift within sixty days of its being offered. Because of that short time period, Council may decide to authorize the Officers of the Council to make that decision.

#### .6 Disbursements

Disbursements of funds arising from gifts must be approved, first by Council, and then by a vote at an annual or special meeting of the congregation.

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This Policy and Practice document was last reviewed and endorsed by the Administration, Stewardship and Resources Committee on 2014-Mar-19 and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

#### 602 Benevolence

##### .1 Purpose

The Benevolent Fund of ERMUC is a permanent fund of the congregation to be used exclusively to assist members of the Congregation and those in the community who are in urgent financial or material need.

##### .2 Source of Funding

The Benevolent Fund consists entirely of monies received from donations. Donors are eligible for charitable tax receipts for their contributions to it.

##### .3 Administration

The Benevolent Fund is to be administered directly by, and at the discretion of, the paid accountable Minister(s) on behalf of the community. While a confidential record of credits and debits relative to the Benevolent Fund shall be accurately maintained by the Office Administrator, there is no budget for the Benevolent Fund for either income or expense. Once it has been disbursed, no other monies from the regular budget will be diverted to cover the Benevolent Fund.

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This Policy and Practice document was last reviewed and endorsed by the Mission and Outreach Committee on 2015-Jan-13 and approved by the Church Council on 2015-Feb-24 and may incorporate changes since the previous version.



**POLICY AND PRACTICE – Funding-Related**

603

**ERMUC Trust Fund**

- .1 General Comments on Subsequent Sections
- .1.1 [Preamble](#): Signals the need for a fund and the need that it be structured so that fund donors' needs and administrators' needs are balanced and respected.
- .1.2 [One Trust Fund](#): Experience is showing church organization is challenged administering multiple trust funds and to no obvious advantage. The weak record of donations, their purpose, and their progress is a liability in group decision-making and church advancement precisely when timely clarity is required. A single fund will clarify (trust fund) donor expectations, ease administration, and enable better decision-making.
- .1.3 [Name of Fund](#): Accurate, simple, strong brand within congregation, memorable, suited to any church fundraising.
- .1.4 [Mission and Vision](#): As stated, and wording has Council giving Trustees direction based on scope set by congregation, or based on specific congregational decision; the congregation is paramount.
- .1.5 [Purpose of the Fund](#): As stated, and stresses capital is not to be used for operations...but does not absolutely prohibit that.
- .1.6 [Investment Objectives of the Fund](#): First sentence reflects the current administration of the ERMUC investment account at Scotia MacLeod, as confirmed by conversation with advisor (Scott Miller w Cam McEachern Dec 8, 2014). At least one other United Church expresses these objectives: "Capital preservation is paramount, growth of capital is desired, and annual earnings (interest and dividends) are desirable". Trustees might wish to weigh these alternatives. The next sentence in this area of the policy concerning annual earnings reflects current practice. The final sentence emerged as a potential issue during Fall 2014 capital project decision-making for a new wing. Spending of trust capital for this purpose was not undertaken, but the potential for such a decision should be expressed to clearly acknowledge the option, and to signal to donors that in some unforeseen circumstance the church might judge that its ideal advancement requires this kind of decision.
- .1.7 [Administration of the Fund](#): As stated, and reflects current practice. Council authorizes receipt to ensure formal awareness and acknowledgement of the gift...and to clarify the opportunity to decline a certain gift if it seems not to align well with the church (ie inappropriate source or spending constraints).
- .1.8 [Parameters and Guidelines for Trust Fund Investments](#): As stated, reflects current practice.
- .1.9 [Disbursements from the Fund](#): As stated.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

- .1.10 [Guidance for Donors](#): This section aims to organize current practice administratively. Often the minister or secretary are the first contact a donor might seek out and this section points them, and donors, to a person who will consult and advise further if needed, and who will lead the administration of the gift (receipt, thank you, signal to Council and to Trustees on nature of gift, delivery via Trustees to Trust Fund.) This section also ensures that both donors and the church understand gifts are made within a framework which places the church administration in full control of the gift.
- .1.11 [Guidance for Church Council](#): This section ensures that both donors, and the church, are aware of the framework within which donations are handled so there can be no misunderstanding, or broader misapprehensions of misunderstandings in the church community concerning certain gifts or their usage. It also prompts the Council to ensure the Trust Fund and its opportunities, processes and terms of potentially donating to it are regularly communicated.
- .2 Preamble

Edith Rankin Memorial United Church (ERMUC) is the grateful recipient of gifts from time to time in support of the church property, worship services, its faith programs, or other projects aligned with mission and outreach in our local community and beyond. Donors and church members are to be reassured that gifts to the church will be managed with financial prudence and that a gift will be used as intended. Church managers need to administer gifts efficiently and effectively. Accordingly, this policy outlines the basic principles and procedures with which ERMUC stewards monetary gifts to the church.
- .3 One Trust Fund
  - .3.1 ERMUC will operate a single trust fund into which monetary gifts can be deposited, capital and earnings may accumulate, and from which disbursements can be made.
  - .3.2 The administration of the fund will be entrusted to the Trustees of Edith Rankin Memorial United Church (ERMUC) at the direction of Church Council.
- .4 Name of the Fund

The name of the fund will be:  
EDITH RANKIN MEMORIAL UNITED CHURCH TRUST FUND.
- .5 Mission and Vision

To consolidate existing trust funds at ERMUC and to accumulate monetary gifts to be stewarded for the long term advancement of special church programs, capital projects or other needs subject to direction by Church Council as approved by the congregation.

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

#### .6 Purpose of the Fund

- .6.1 To provide an efficient and effective process whereby members of the congregation who wish to do so may make monetary gifts, apart from customary giving for in-year church operations, to ensure the long term viability and enhancement of Edith Rankin Memorial United Church.
- .6.2 Gifts may include, but are not limited to, cash, cheques, bonds, annuities, shares of publicly traded corporations or other similar funds, life insurance policies, and other bequests which can be monetized efficiently (e.g., land).
- .6.3 *The fund capital is not intended to finance the church's customary operational expenses.*

#### .7 Investment Objectives of the Fund

- .7.1 Capital preservation, capital growth, and annual earnings (interest and dividends) are desired in equal measure.
- .7.2 Annual earnings may supplement annual operations, or may be re-invested for growth, or may support church programming or projects or other needs.
- .7.3 Capital may be spent where the Church Council and Congregation together judge the expenditure is strategically desirable.

#### .8 Administration of the Fund

- .8.1 The Church Trustees will manage the fund as authorized and requested by the Church Council.
- .8.2 Only the Church Council may authorize for the Trustees the receipt of gifts, additions to the fund, and any disbursements.
- .8.3 The Trustees will secure the services of a competent and well established investment firm and advisor to whom they will stipulate the trust fund's investing parameters and guidelines, and from whom they will receive a monthly report of the trust fund's performance.
- .8.4 A minimum of two Trustees will have authority to conduct required transactions for the fund.
- .8.5 A minimum of two Trustees will review the fund's investment performance at least semi-annually with the advisor.
- .8.6 Changes to the fund's portfolio mix will be made only with a majority of all Trustees approving.
- .8.7 The Trustees will deliver a financial report for the fund at least semi-annually to the Church Council.
- .8.8 The Trustees shall also advise the Church Council, upon request, of the condition of the fund and of the financial implications of proposed additions to the fund or of disbursements from it.

#### .9 Parameters and Guidelines for Trust Fund Investments

Trustees and advisor will respect the following parameters:

## Edith Rankin Memorial United Church

### **POLICY AND PRACTICE – Funding-Related**

- This policy's stated investment objectives for the fund.
- Consistency with the ethical and social responsibility standards of the United Church of Canada.
- Church Council direction from time to time.
- A portfolio mix of assets consistent with fund objectives and financial market conditions for which the following criteria serve as guidelines but not absolute parameters or requirements:
  - Bonds must be rated BBB or higher (investment grade quality).
  - Preferred shares must be rated P3 or higher.
  - Canadian stocks and income trusts must have a minimum market capitalization of \$1 Billion.
  - Global stocks must have a minimum market capitalization of \$5 Billion.

#### .10 Disbursements from the Fund

- .10.1 Annual Trust Fund earnings (dividends and interest) will be transferred at calendar year end out of the Trust Fund to be directly managed by Church Council.
- .10.2 A decision to spend up to 10% of Trust Fund capital may be made by the Church Council without specific approval from the congregation.
- .10.3 A decision to spend more than 10% of Trust Fund capital can only be made by the congregation at the request of Church Council at a formally assembled congregational meeting.

#### .11 Guidance for Donors

- .11.1 Donors can contribute to the Trust Fund through ERMUC's planned giving process; the key contact for information and administration will be
  - 1. the Chair of the Administration, Stewardship and Resources Committeeor
  - 2. the Chair of Church Council, or
  - 3. their agreed-upon designate.
- .11.2 Donors can make specific bequests as they are able; the key contact for information and administration will be
  - 1. the Chair of the Administration, Stewardship and Resources Committee,or
  - 2. the Chair of Church Council, or
  - 3. their agreed-upon designate.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Funding-Related**

- .11.3 Donors can make end-of-life bequests through life insurance policies or other estate assets expressly willed to the church. Donors should first consult legal counsel; then the key contact at ERMUC for information and administration will be
  - 1. the Chair of the Administration, Stewardship and Resources Committee, or
  - 2. the Chair of Church Council, or
  - 3. their agreed-upon designate.
- .11.4 Donors are reminded ERMUC is an active, evolving, Christian congregation in a thriving community actively serving our community's spiritual needs amid changing social norms, technologies, challenges and opportunities. Donors are encouraged to place high confidence in ERMUC's administrative apparatus and processes in managing the ERMUC Trust Fund in the best interests of the church, year after year, and to donate to the fund mindful of its mission and administration as outlined in this policy.
- .12 Guidance for Church Council
  - .12.1 The Church Council Chair or any other key contact will ensure Trust Fund donors acknowledge receiving and reviewing a copy of this policy prior to administering their donation.
  - .12.2 Church Council will implement a Trust Fund communication plan once each year to promote the Trust Fund among the congregation.

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This Policy and Practice document was last reviewed and endorsed by the Trustees of Edith Rankin Memorial United Church in 2014-December and approved by the Church Council on 2015-Jan-27 and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

#### A. Fee Schedule

Appendix “A” is in development.

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This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

#### **B.           Application Form for General Facility Use**

**Appendix “B” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

C. Application Form for Wedding

**Appendix “C” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.



## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

#### **D. Application Form for Funeral**

**Appendix “D” is in development.**

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This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

E. Application Form for Use of Kitchen

**Appendix “E” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

F. Application Form for Personal Information Access

**Appendix “F” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

G. Expense Report Form

**Appendix “G” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.

## **Edith Rankin Memorial United Church**

### **POLICY AND PRACTICE – Appendices**

H. Criminal Offence Declaration

**Appendix “H” is in development.**

*[Click Here to Return to the Start of the Links in the Table of Contents](#)*

This Policy and Practice document was last reviewed and endorsed by the \_\_\_\_ Committee on [date] and approved by the Church Council on [date] and may incorporate changes since the previous version.