

**Edith Rankin Memorial United Church**  
**Governance and Ministry**  
**Activities and Programmes**  
**January, 2019**

## **Congregation**

- Edith Rankin Memorial United Church is a “community of faith” within the United Church of Canada and, as such, subject to such terms of covenant and other requirements set forth in *The Manual* of the United Church of Canada which is currently published triennially.

## **Council of Elders**

*This is an elected body that functions as the “Governing Body” of the congregation.*

### Composition

- Elected Officers (Chair, VC, Past Chair, Secretary, Treasurer, Presbytery Representative [6])
- Elected members at large [3]
- Ministry personnel [currently 2]
- Total number – 11 (9 elected)

### Responsibilities

- General oversight of the Congregation (See esp. *The Manual*, 2019, B.7)
- Vision keeping: Articulate, interpret and promote the mission, vision and values of the congregation.
  - The Council does not micromanage Ministry Teams, programmes and activities but gives oversight to the parameters (mission, vision and values) that inspire and direct them.
  - Attend to (provide and/or approve) best practices and guiding principles for ministry teams, programmes and activities
- Strategic planning for the future
- Fiduciary oversight
  - Financial Plan: Approve the annual financial plan and possess the authority to amend if necessary.
  - Treasurer’s Reports: Receive regular reports from the Church Treasurer.
  - Fundraising: Generate, facilitate and/or approve fundraising projects and strategies in support of operating expenses, capital and/or other special projects.
  - Stewardship: Attend to and assist the congregation to be informed and supportive of best practices related to our individual and collective stewardship of resources, including but not restricted to fostering a spirit of generosity, gratitude and strong financial support of the life and work of the congregation
- Membership
  - Appoint a Membership Steward to maintain an up-to-date roll of members and adherents.
  - Approve requests for Baptism
  - Approve membership approvals and removals
- Recruit a body of “Visiting Elders” to make and maintain contact with every household at least annually.
  - While the *The Manual* no longer specifically mandates that “each member of the Session should have an assigned district and should keep a list of the communicants and adherents residing within the assigned district and cultivate special acquaintance with them, visiting, counselling, and encouraging as may be required” (*The Manual*, 2007, §155) Council considers some form of this ministry essential and will seek to implement it.
- Compliance with *The Manual*

### Terms

- This Council could meet monthly but may meet less frequently (bi-monthly).
- Guiding elders are elected to a two-year term; eligible for re-election twice for a maximum of 6 years.
- Must “retire” from Council for one year after serving on Council for six years.
- Initially, at least 3 members of the Council shall be deemed to have served 1 year of their first two-year term in order to provide both continuity and change on the Council.
- Exception: The Church Treasurer, as Chief Financial Officer for the congregation, is eligible to serve an additional two-year term for a maximum of 8 consecutive years.
- A member of the Council of Guiding Elders is not excluded from serving on a Ministry Team or as a Visiting Elder

Quorum

- Recommended quorum – 5 out of 9 elected members plus at least one settled minister.

**Ministry Teams**

*Six (6) Ministry Teams will have responsibilities for areas of the congregation's life and work that are considered essential and definitive of who we are in effectively living out our mission, vision and values.*

Composition

- At least 3-5 members / adherents one of whom will be elected annually by the congregation and serve as the team leader / coordinator and one of whom may serve as record keeper (unless this role is shared by all).
- There is no maximum number of team members.
- The team shall consist of members and adherents specifically recruited by the team leader / co-ordinator, be identified by others or who may otherwise self-identify at least annually based on gifts and/or interests

Responsibility

- Provide initiative, guidance and oversight for such matters as are stated or implied relative to each portfolio.
- Financial planning and monitoring of matters pertaining to each portfolio.
- The naming and defining of additional sub-groups (Faith in Action Teams) as are required to carry out the ministries for which each Ministry Team is responsible.

Accountability

- Teams are ultimately accountable to the Council of Guiding Elders through the Ministry Coordinating Committee but each team will function with a considerable degree of autonomy as long their work accords with the congregation's mission, vision and values statements and adheres to the annual Financial Plan proposed by the Council and approved by the congregation.

Terms

- The team coordinator is elected annually by the congregation but may be re-elected without limit.
- All other team members serve according to the Spirit's gifts and call. They are not elected terms and are without limit.
- It is assumed that changing interests, sense of call and natural congregational mobility will provide both continuity and change.

**Administration Team**

Responsible for, such things as

- *Archives and Library*: Appoint a librarian to acquire and take care of resources for the library and collect and store archival material as necessary.
- *Counting & Recording*: Appoint and monitor counters to count and record offerings and make required bank deposits as
- *Coordination*: Support and, together with the Church Treasurer, monitor the work of all Administration programmes and activities
- *Liaise as required with Council of Elders* and assist Council of Elders with financial planning and oversight including preparation of the annual financial plan and, together with the Church treasure, the monitoring of all operational expenses.
- Assist minister responsible for *supervision* of Church Office Administrator
- *Facilities (Practices & Policies)*: Develop, maintain and monitor policies and best practices for the use of facilities as approved by the Council of Elders

**Faith Formation Team**

Responsible for such things as

- *Adult Learning*: Ponder, plan and implement suitable educational and faith formational programmes and activities for adults, including but not limited to bible studies, special interest events and sessions, retreats, workshops, conferences, etc.

- *Kids Alive*: Ponder, plan and implement suitable educational and faith formational programmes and activities for children, including but not limited to Sunday morning programming
- *PA Days*: Ponder, plan and implement special programmes and activities for children for occasional PA days during the school year.
- Prepare and monitor *faith formation expenses* related to the annual Financial Plan.
- *Summer in the City*: Ponder, plan and implement suitable educational and faith formational programmes and activities for children during the summer which may include seeking government, denominational and other grants
- *TGIF*: Together with Minister of Christian Education, Outreach and Family Pastoral Care, ponder, plan and implement periodic Friday evening programme and meal for families with particular attention to families with young children living at home.
- *Youth Ministry*: Ponder, plan and implement suitable educational and faith formational programmes and activities for youth, including but not limited to Sunday morning programming, recreational events, special projects, etc.

### Media and Communication Team

Responsible for such things as

#### Media

- *Audio-Visuals*: Maintain and operate audio and visual technologies for use during worship services, weddings, funerals and other sanctuary located events as required. Record worship services for podcast on website and such other events as may be requested. Provide AV support in the Lower Hall and other locations as may be required.
- *Computer Management*
- Attend to or arrange for the prompt and efficient provision, upkeep and maintenance of all church *computers*.
- *Website* :Attend to or arrange for keeping an appealing and current website including podcasts of worship services.

#### Communication

- *Signage*: Maintain up-to-date notifications on the exterior sign and interior signage as required.
- *Publicity & Promotion*: Ponder, propose and implement ways and means to “get the word out” to members and adherents and beyond ourselves to the wider community. Arrange for media and other means of publicizing events and activities as appropriate and necessary.
- *The Anchor*: Prepare periodic issues of the church’s newsletter by pondering, planning, soliciting and editing appropriate style, form and content. Solicit sponsors and/or advertisers. Arrange for publishing and distribution.
- *Phoning*: Contact congregational households by telephone as may be occasionally required, desired or requested by the Council of Elders and/or the Ministry Coordinating Committee

### Mission & Outreach Team

Responsible for such things as

- *El Salvador Partnership*: Attend to and assist the congregation to be informed and supportive of our partnership with Iglesia Bautista Immanuel (Emmanuel Baptist Church) in San Salvador.
- *M & S*: Attend to and assist the congregation to be informed and supportive of the Mission and Service Fund of the United Church of Canada.
- *Neighborhood Needs and Opportunities*: Give attention to local concerns and issues for which a faith based initiative and/or response is in keeping with our gospel mandate to love and serve others (e.g. Food Bank, Prison ministry, etc)
- *Refugee Sponsorship & Support* (as required): Attend to and assist the congregation to be informed and supportive of our faith based responsibility to “welcome the stranger” through r participation in the West Kingston Refugee Partnership (WGRP) or any similar endeavour.
- *Environmental Concern*: Attend to and assist the congregation to be informed and supportive of ways and means for our congregation to “live with respect in creation.”
- Prepare and monitor *M & O expenses* related to the annual Financial Plan.
- *Seniors’ Wellness*: Coordinate, organize and/or otherwise, facilitate such initiatives, programmes, events and occasions as may foster mental, physical and spiritual health for seniors, including but not limited to “Wellness Walking”. Assist, in whatever ways may be appropriate, our partnership with Seniors Association Loyalist.

- *Welcome Centre*: Recruit and train as necessary a roster of people willing and able to welcome and assist anyone entering our doors weekdays from 9 a.m. to 1 p.m.
- Develop ways and means of practicing *hospitality*, esp. welcoming and orienting newcomers.

### Property Team

Responsible for such things as

- *Coordination*: Support and monitor the work of all property matters
- Monitor and maintain *general upkeep* of building, making repairs as required including the purchase of such supplies and equipment as may be necessary.
- Monitor and maintain such things as *furnace, air conditioning, lighting and wiring, plumbing, etc.* as may occasionally require outside expertise and labour.
- Monitor *property related expenses* and, together with the Administration Team provide input to Council of Elders related to annual financial planning.
- Together with Supervisor of custodian provide guidance and input relative to *custodial responsibilities*
- Maintain the *gardens and grounds*.
- Provide guidance as needed with respect to *lawn care, snow removal, parking*.
- *Liaise* as required with Council of Elders,

### Worship Team

Responsible for such things as

- *Announcements*: Provide and arrange for others to provide a warm welcome and highlighted matters pertaining to our “Life and Work” at the beginning of worship services.
- *Coordination*: Support and monitor the work of all Worship matters
- Together with Minister of Worship consider and plan for *regular and special worship occasions* throughout the year.
- Together with Minister of Worship and Music Director consider and plan for regular and special *music ministry* throughout the year.
- Together with the Ministry and Personnel Committee, review annually the contract of the *Music Director*.
- *Liaise* as required with Council of Elders
- Monitor *worship related expenses* and, together with Administration Coordinating Team provide input to Council of Elders related to annual financial planning.
- Recruit and monitor *task groups* for the following:
  - ✓ *Communion*: Coordinate preparation and serving of communion as required throughout the year. Arrange for servers. Prepare communion elements. Clean-up following communion.
  - ✓ *Decorating*: In consultation with the Minister of Worship and Worship Team propose, purchase (within constraints of the Financial plan) and maintain tasteful and season décor in the Sanctuary and Welcome Centre. Arrange for the appropriate liturgical season display of antependia, banners, and the like. Arrange for the provision and maintenance of chancel candles.
  - ✓ *Meeters and Greeters*: Coordinate and participate in the welcoming of worshippers. Assist worshippers as needed in finding a seat. Distribute bulletins and hymnals as required. Collect offering during worship. Encourage visitors to sign guest book, attend coffee time. If possible, introduce visitors to at least one regular worshipper.
  - ✓ *Music*: Provide support to the Music director. Encourage participation in and support for Chancel choir or Limestone Ringers
- Prepare and monitor *worship expenses* related to the annual Financial Plan.
- *Prayers of the People*: Arranged for someone to recruit and coordinate lay persons to offer “Prayers of the People” during worship services.
- *Readers*: Arrange for someone to recruit and coordinate lay persons to read scripture lessons during worship services.

- *Summer Services*: Arrange for pulpit supply and worship coordination during vacation absence of Minister of Worship. Coordinate lay participation (greeting, reading) for services during July and August. Arrange for refreshments during July and August.

## **Congregational Life and Care Activities, Programmes and Interest Groups**

*A person or persons may initiate, organize and coordinate programmes, events and activities as may seem desirable, in keeping with our stated Mission, Vision and Values and which have the approval of the Ministry Coordinating Committee. These may include such things as*

### Classics Birthday

- Organize the annual dinner and programme in honour of those who are 80 years of age and older.

### Book Club

- Arrange as needed for regular gathering of those who would like to read and discuss books of interest together.

### Bridge

- Arrange for regular gatherings of those interested in playing bridge.

### Catering

- Clean-Up: Busk, wash dishes (dishwasher), clean up, take down tables, stack chairs etc. following catered events
- Cooking: Cook and otherwise prepare meals for catered event
- Coordination: Organization & Planning. Respond to catering requests. Schedule events. Organize responsibilities.
- Serving: Serve at buffet style catered events, wait on tables, etc.
- Set-Up: Chairs and tables as needed. Set tables with appropriate linens, dishes and cutlery, etc.

### Decisive Issues

- Coordinate and lead bi-weekly discussion group based on shared reading of a book that provokes or prompts fresh thinking about faith issues

### Fellowship Breakfasts

- Meal preparation: Plan, prepare and serve breakfast on the fourth Sunday of the month (September-November, January-May)
- Programme Planning: Arrange for suitable speakers for the monthly Fellowship Breakfasts. Host (emcee, introduce, thank, etc.).

### Just Men

- Assist the minister or other coordinator of these small groups for nurturing spirituality and providing mutual support for men.

### Lay Pastoral Care Group

- With the guidance and supervision of ministry personnel, offer care and support to those who may be homebound, hospitalized, living in care facilities, grieving or in need of some other “caring connection”.
- Participate in initial and occasional “in-service” lay pastoral care training

### Prayer Circle

- Coordinate, organize and otherwise participate in this confidential network of people willing and able to receive particular requests for prayer.

### Social Activities (celebrations, coffee hour, fall BBQ, playfulness)

### Special Events Team (Concerts, Festivals, Art Shows, Etc.)

- Initiate, coordinate, organize and/or otherwise, facilitate such special programmes, events and occasions as may seem desirable and which have the approval of the Ministry Teams Coordinating Committee.

### Spirit Sisters Team

- Assist the minister or other coordinator of this group for nurturing spirituality and providing mutual support for women.

Please complete this form, detach it and return it to Edith Rankin Memorial United Church  
[churchoffice@ermuc.ca](mailto:churchoffice@ermuc.ca)  
or mail to 4080 Bath Rd., Kingston ON K7M 4Y7

I am especially interested in participating in the following **Ministry Team(s)**:

I am interested in participating in the following **programs and activities**:

- My level of participation is
- open to discussion and negotiation
  - limited by health or other personal matters
  - subject to transportation, travel, etc.
  - other considerations

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_