

KILSYTH, KEADY, NORTH DERBY PASTORAL CHARGE
Governance Document
01 April 2014

Organization: The Pastoral Charge of Kilsyth, Keady, North Derby congregations shall have an Official Board with equal representation from the three congregations.

Accountability: The Official Board is accountable for all matters relating to the Pastoral Charge Ministry Personnel, Northern Waters Presbytery and Toronto Conference, as well as providing support and oversight for each of the three congregations of the Pastoral Charge.

Functions:

- to provide a final decision making body for matters that involve the joint interests of the three congregations, including from other bodies as sanctioned by the Board (e.g. a Joint Session);
- to provide spiritual oversight;
- to manage financial affairs of the Pastoral Charge
- to publish an annual report and complete UCC annual statistical and information forms;
- to confirm representatives of the Pastoral Charge to Northern Waters Presbytery

Membership:

All members and adherents of all three congregations are eligible to be part of the Official Board. The minister in the Pastoral Charge shall be an ex-officio member of all committees of the Pastoral Charge except for the Joint Pastoral Relations Committee and the Ministry and Personnel Committee.

The Pastoral Charge Official Board will include:

1. Ministry Personnel for the Pastoral Charge (non-voting)
2. One Session appointee from each congregation (voting)
3. One Steward from each congregation (voting)
4. Lay rep to Presbytery for each congregation (voting)
5. Representative from United Church Women (voting)
6. Non-voting reps of the Standing Committees - the Ministry & Personnel Committee, the Faith Formation Committee, and Mission & Service Team
7. Non-voting reps from ad hoc committees or groups, such as the Nominating Committee and Governance Review group, or other groups that may be struck from time to time
8. Pastoral Charge Treasurer (non-voting). Congregational treasurers are also encouraged to attend (as non-voting members)
9. Recording Secretary (non-voting)

Each appointee is responsible for finding a replacement for any meeting they cannot attend.

The Board meetings are open to all members and adherents to attend as non-voting observers. Corresponding privileges will be granted.

Executive Committee

1. Chairperson (votes only to break a tie)
2. First Vice-Chairperson (votes, unless sitting in the chairperson role)
3. Second Vice-Chairperson

The above shall be elected from the members of the Board, one from each congregation.

4. Minister, ex-officio

The Executive is empowered to consult with others as deemed necessary.

Other Governance Principles

When a congregational meeting is to be called, there must be two Sundays of notice given.

Each congregation, prior to the Official Board Annual Meeting, shall appoint their voting members for the Official Board, and ensure the Chair of the Board is informed in good time.

The Pastoral Charge Official Board shall meet at least four times a year. One of these meetings will be the Annual Meeting (generally held in February, *after* the annual meetings of the congregations).

A quorum shall consist of one-third of eligible voting members, and shall require that the Ministry Personnel or an appointee of the Presbytery be present.

The agreement of all three congregations will be required for any actions which involve the joint interests of the three congregations.

Additional meetings of the Board can be called at any time by the Chairperson or the Minister or Pastoral Charge Supervisor, if there is one. Notice must contain the purpose of the meeting.

Board meetings *must* be called upon written request of 5 members of the Board (in which case, the meeting must be held within 14 days of receiving the request), or upon request by Northern Waters Presbytery. Notice of meeting in this case can be given in several ways: read at public worship; printed in the order of service; given in person in writing.

Governing practices:

Notice of Agenda

A draft agenda will be distributed electronically (email) to the pastoral charge distribution list, 7-10 days prior to the meeting for additions or revisions. A revised agenda will be re-sent and posted (www.derbyunitedchurches.ca) in advance of the meeting. The agenda will be posted at each church by the respective session.

At the beginning of each meeting, there will be opportunity to add "new business" to the agenda. At the end of each meeting, the Chairperson will request agenda items for the next meeting.

Minutes

The minutes of the Official Board shall be documented electronically for electronic posting (www.derbyunitedchurches.ca) distribution (email) and printing for official records. A hand written copy of the minutes shall not be kept.

The Recording Secretary may either draft the minute's form their notes or provide their notes of the meeting to the Administrative Assistant for typing the Draft minutes.

Procedure:

1. Before approval at the next meeting each page shall be noted as "DRAFT"
2. Each page shall be numbered and dated (meeting date)
3. Draft minutes shall be electronically submitted (email) to the Board chair 2 weeks after the meeting for initial verification and distribution as "Draft" following any corrections if required.
4. After approval at the next meeting:
 - a. A printed and signed copy shall be placed in the Minutes binder with all other reports and records submitted and accepted at a meeting by the Recording Secretary
 - b. The minutes shall be published (www.derbyunitedchurches.ca) replacing the previous draft minutes.
 - c. A copy of the minutes shall be posted at each church by the respective session appointee

For guidance on minutes see: [Guidelines for Minutes and Notes of Meetings](#) found on the United Church web page

http://www.united-church.ca/files/local/archives/guidelines_minutes.pdf