

## **GENERAL DIRECTIONS FOR TEAMS AND SUB-TEAMS**

### **Terms of Election:**

In accordance with an open process for nomination, members of Bathurst Pastoral Council and all Teams and Sub-teams, as well as the Chairperson and Secretary of each, shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Chairpersons of Teams and Sub-teams are not eligible to serve as chairperson of another Team or Sub-team and shall be elected for a term of three (3) years with a provision for additional terms if suitable replacements cannot be found. General memberships on Teams and Sub-teams are annual appointments without prescribed time limits.

Members of the clergy are not eligible to serve as Chairperson of the Council or of a Team or Sub-team. (United Church Manual)

### **Reporting and Accountability:**

All elected members of the Council, Team or Sub-team may cast a vote at any respective meeting. Adherents elected to any Team or Sub-team may cast a vote at any respective meeting, but may not serve as chairperson. Staff or persons serving as a resource to the Council, a Team or a Sub-team are not eligible to cast a vote. In addition, the chairperson of the Council, Team or Sub-team shall vote on each motion brought before a respective meeting. The chairperson shall not cast a deciding vote in the event of a tie; instead, the chairperson shall declare a tie to be a motion defeated.

Each Team shall report in writing to and receive direction from the Bathurst Pastoral Council at each meeting of Council. At each meeting, Sub-teams report in writing to and receive direction from the Team to which they are accountable.

Each Team and Sub-team shall be empowered to exercise its own ministry with the authority to act within prescribed budget and policy limits.

The **Chairperson** of each Team or Sub-team assumes responsibility for:

- a. Appointing a secretary from within their team/sub-team
- b. Convening all meetings with at least (7) days notice
- c. Arranging for a suitable location for each meeting
- d. Preparing an agenda for circulation to all members prior to each meeting
- e. Securing all information required for due process at each meeting
- f. Ensuring that all motions before the meeting comply with a prescribed format
- g. Monitoring all follow-up action from each meeting
- h. Submitting written reports seven (7) days in advance of each Council meeting (Teams only)

The **Secretary** of each Team and Sub-team assumes responsibility for:

- a) Recording the minutes of all meetings including:
  - i. Topics discussed
  - ii. Action required
  - iii. Consensus achieved
  - iv. Motions declared
- b) Maintaining an official record of minutes to be held in the church office, in accordance with the prescribed format for record-keeping
- c) Attending to any correspondence arising from the business of any meeting (all correspondence to be signed by the respective chairperson of the Council, Team and Sub-team)

Except where minutes are declared confidential by the Council, Team or Sub-Team, all proceedings of any meeting held within the Pastoral Charge are considered a matter of public record. In addition, all financial transactions are a matter of public record.

**The frequency of meetings for Teams and Sub-teams will be determined by the applicable chairperson in a number that is adequate to fulfill all duties and responsibilities.**

If applicable, each Team shall submit to the Financial Management Team by November 1<sup>st</sup> of each calendar year a summary of proposed revenues and expenses for the subsequent calendar year.

The annual meeting of the Pastoral Charge shall be scheduled within the third week of February each calendar year.

Special congregational meetings may be scheduled with the knowledge of the chairperson of the Council.

A quorum for any meeting of the Pastoral Charge shall be the lesser of thirty-five (35) persons or fifty percent plus 1 (50% + 1) of the meeting membership.

The Terms of Reference for the Bathurst Pastoral Council and its Teams or Sub-teams may be amended by the voting members of the Pastoral Council – provided a quorum for the meeting has been confirmed. These revisions must clarify or improve the effectiveness of the Council and must not alter the general framework of the Council model of governance.

Risk Management: ensure that all working teams and sub-teams build an awareness of risk management; where applicable, that includes

- a standard tool for risk management;
- policy and/or procedure to minimize or eliminate risk;
- a process to monitor the effectiveness of the risk management approach.

**Staff Support:** The services of the office administrator may be required by Teams and Sub-teams.