

BATHURST PASTORAL COUNCIL **UNITED CHURCH OF CANADA**

BATHURST PASTORAL COUNCIL – 14 voting members

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| Sandra Boone | 2019 | Chairperson |
| Brenda Parrott | 2019 | Vice-Chairperson |
| Judy Losier | 2019 | Secretary |
| Linda Newell | 2021 | Presbytery Rep. |
| | 2020 | Presbytery Rep. |
| Isabel MacLaggan | 2019 | Presbytery Rep. |
| Anne Brooks | 2019 | Representative, United Church Women |
| Ian Oliver | 2021 | Chairperson, Financial Management Team |
| Ruth Lewis | 2020 | Chairperson, Hospitality & Friendship Team |
| Wayne Lord | 2020 | Chairperson, Ministry & Personnel Team |
| Rick Watling | 2019 | Chairperson, Nominations Team |
| Patricia Brown | 2019 | Chairperson, Pastoral Care & Membership Team |
| | 2021 | Chairperson, Property Management Team |
| Beth Sullivan | 2019 | Co-Chairperson, Christian Development (Worship, Music & Programs) |

Structure of Team:

There shall be fourteen (14) voting members serving on the Council as follows:

- the chairperson of the Council;
- the vice-chairperson of the Council;
- the recording and corresponding secretary of the Council;
- three (3) representatives to Presbytery from the First United congregation;
- one (1) representative from the United Church Women;
- the chairperson only from each of the following seven (7) Teams;
 1. Christian Development (Worship, Music & Programs)
 2. Financial Management;
 3. Hospitality & Friendship;
 4. Ministry & Personnel;
 5. Nominations;
 6. Pastoral Care & Membership;
 7. Property Management;

Executive Team of Council

The Executive Team of Council shall consist of the chairperson, vice-chairperson and secretary of the Pastoral Council, together with the chairperson of the Ministry and Personnel Team.

The church governance structure for First United Church shall be known as the First United Church Council to fulfill the functions of the congregation as specified by the United Church Manual (Sections 221,222,223 – 2010 Edition)

Duties and Responsibilities of Executive Team of Council:

1. Develop, review and recommend to the Pastoral Charge a statement of mission to guide the ongoing work of the Bathurst Pastoral Charge, as well as both short-term and long-term goals relevant to the approved mission.
2. Recommend to the Pastoral Charge statements of policy and procedure essential to the orderly conduct of the business and mission of the Bathurst Pastoral Charge, as well as to receive from the Pastoral Council specific requests for policy direction.
3. Establish a procedure to monitor the effectiveness of the structure and function of the Bathurst Pastoral Charge.
4. Give direction to and receive feedback from Communications Sub-team.
5. Receive from the archivist recommendations concerning the maintenance and storage of all financial and minute records of the Pastoral Charge.

Pastoral Council

Terms of Election:

All members of Council shall be elected for a term of three (3) years with a provision for additional terms if suitable replacements cannot be found.

Resource Support:

The Treasurer for the Pastoral Charge and the treasurer for Mission and Service Fund shall provide all information and support for the Pastoral Council. The treasurer for the Pastoral Charge shall attend meetings of the Pastoral Council ex-officio without a vote in the absence of the Chairperson of the Financial Management Team.

Staff Support:

The designated clergy must be present at any meeting of the Pastoral Council serving as resource without a vote. (Reference – article 182.1 of The Manual)

Frequency of Meetings:

The Pastoral Council shall schedule at least five (5) meetings each year at the call of the chairperson – *during the months of January, March, May, September and November* (last Tuesday of month, if possible).

The Executive Team of Council may conduct urgent matters of business between regular meetings of the Pastoral Council.

Reporting and Accountability:

All persons elected to Council shall be full members of the United Church of Canada, whose names appear on the roll of the Bathurst Pastoral Charge. (Reference: Section 113 of The Manual)

The Pastoral Council reports to and receives direction from the congregation of the Pastoral Charge at each annual or special meeting of the Pastoral Charge.

Duties and Responsibilities:

1. Serve and meet as the official court of the Pastoral Charge exercising leadership in the care and oversight of the spiritual life and the temporal interests of the Pastoral Charge including, but not limited to, such formal matters as grievances, petitions, appeals, and disciplinary action.
2. Delegate to each working Team of the Pastoral Council authority to act within prescribed budget and policy limits.
3. Receive regular written reports from each working Team of the Pastoral Council
4. Provide advice and direction to each working Team as indicated
5. Appoint Ad hoc Committees, as required, for matters not assigned to an existing Team or Sub-team and develop Terms of Reference for each Ad hoc Committee
6. Ensure that the vice-chairperson of the Council assumes leadership of the Council in the absence of the chairperson
7. Encourage the vice-chairperson of the Council to assume the active role of chairperson upon the vacancy of that office
8. Ensure that the secretary of the Council assumes responsibility for:
 - a. Recording the minutes of all meetings including:
 - i. Topics discussed
 - ii. Motions declared
 - iii. Consensus achieved
 - iv. Action required
 - 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 chairperson of the Council)
 - d. Circulating copies of minutes and Team reports with each notice and agenda of meeting, except where minutes are deemed confidential
 - e. Arranging for a secretary pro-tem when unable to attend a meeting.
9. Ensure that all working teams and sub-teams build an awareness of risk management.

10. Review and forward to the national Church House the annual statistical returns prior to February 28 of each calendar year.
11. Ensure the compilation of a detailed annual report for the consideration of the Pastoral Charge prior to January 30 of each calendar year. This report shall include:
 - a. Narrative reports from applicable Teams describing the life and work of the Pastoral Charge
 - b. A full statement of assets, liabilities, receipts and expenditures for the most recent fiscal year
 - c. Operating and capital budgets for the ensuing fiscal year.