

**BATHURST PASTORAL COUNCIL**  
**UNITED CHURCH OF CANADA TERMS OF REFERENCE**

Revised 05/07

**2009 BATHURST PASTORAL COUNCIL – 18 voting members**

Brenda Parrott	<b>2010</b>	Chairperson
Nancy McKay	<b>2011</b>	Vice-Chairperson
Judy Losier	<b>2010</b>	Secretary
Isabel MacLaggan	<b>2010</b>	Presbytery Rep. (First United Church)
Bev Murphy	<b>2012</b>	Presbytery Rep. (First United Church)
Vivien Kierstead	<b>2011</b>	Presbytery Rep. (First United Church)
	<b>2010</b>	Presbytery Rep. (South Tetagouche United)
Sherry Mitton	<b>2011</b>	Representative, United Church Women
Emma MacKay	<b>2012</b>	Representative, United Church Women
Margaret Demmings	<b>2011</b>	Chairperson, Education & Program Development
Cathy McLaughlin	<b>2012</b>	Chairperson, Financial Management Team <b>Pro Tem</b>
Shirley Allain	<b>2011</b>	Chairperson, Hospitality & Friendship Team
George Robertson	<b>2011</b>	Chairperson, Ministry & Personnel Team
Bill McCallum	<b>2010</b>	Chairperson, Nominations Team
Patricia Brown	<b>2010</b>	Chairperson, Pastoral Care Team
Jack MacKay	<b>2012</b>	Chairperson, Policy & Planning Team
Don Nelson	<b>2012</b>	Chairperson, Property Management Team
Heather Smith	<b>2010</b>	Chairperson, Worship Team

**M & S TREASURER**

**Lillian Jagoe**

**FINANCIAL AUDITORS**

**Cleveland Jagoe, Gary Tower**

**Constitution of Team:**

In accordance with an open process for nominations, members of the Bathurst Pastoral Council shall be elected at the annual meeting of the Bathurst Pastoral Charge.

There shall be eighteen (18) 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 to Presbytery from South Tetagouche congregation;
- two (2) representatives from the United Church Women;
- the chairperson only from each of the following nine (9) Teams;
  1. Education And Program Development;
  2. Financial Management;
  3. Hospitality & Friendship;
  4. Ministry & Personnel;
  5. Nominations;
  6. Pastoral Care;
  7. Policy & Planning;
  8. Property Management;
  9. Worship.

## **Constitution of Team Leadership Executive Team of Council**

In accordance with an open process for nominations, the chairperson, vice-chairperson and secretary of the Pastoral Council shall be elected at the annual meeting of the Bathurst Pastoral Charge. 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 Personal Team. Members of the clergy are not eligible to serve as Chairperson of the Council or of a Team or Sub-team.

### **Terms of Election:**

All members of Council shall be elected for a term of three (3) years with a provision for an extension of another three (3) year term in the same capacity. Re-election to an additional term after six years of service requires that a person absent him/herself for at least one (1) year.

### **Terms of Election:**

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 an extension of another three (3) year term in the same capacity. Re-election to an additional term after six years of service requires that a person absent him/herself for a least one year.

General memberships on Teams or Sub-teams are annual appointments without prescribed time limits.

### **Resource Support:**

The Council Treasurers for the Pastoral Charge,( First United, South Tetagouche United Church and the 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:**

One of 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)

### **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; (Each Team and Sub-team shall be empowered to exercise its own ministry with the authority to fulfill it)
3. ensure that each Team and Sub-team develop, as an ongoing priority, written statements of procedure to guide its work;
4. receive regular written reports from each working Team of the Pastoral Council;
5. provide advice and direction to each working Team as indicated;
6. 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;
7. ensure that the chairperson of the Council and the chairperson of each Team or Sub-team assume responsibility for:

- a. convening all meetings with at least seven (7) days' notice;
  - b. arranging a suitable location for each meeting;
  - c. preparing an agenda for circulation to all Council, Team and Sub-team members prior to each meeting;
  - d. securing all information required for due process at each meeting;
  - e. ensuring that all motions before the meeting comply with a prescribed format;
  - f. monitoring all follow-up action from each meeting.
8. ensure that the chairperson of each Team shall submit written reports to the Council seven (7) days in advance of each Council meeting;
  9. ensure that the vice-chairperson of the Council assumes leadership of the Council in the absence of the chairperson;
  10. encourage the vice-chairperson of the Council to assume the active role of chairperson upon the vacancy of that office;
  11. ensure that the secretary of the Council and the secretaries of each Team and Sub-team assume 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 respective chairperson of the Council, Team and Sub-team)
    - d. circulating copies of minutes and Team reports with each notice and agenda of meeting, except where minutes are deemed confidential by the Council, Team or Sub-team;
    - e. arranging for a secretary pro-tem when unable to attend a meeting
  12. ensure that all working teams and sub-teams build an awareness of risk management within an ecclesial setting;
    - a. developing a risk management approach, 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.
  13. review and forward to the national Church House the annual statistical returns prior to February 28<sup>th</sup> of each calendar year;
  14. ensure the compilation of a detailed annual report for the consideration of the Pastoral Charge prior to January 30<sup>th</sup> of each calendar year. This report shall include:
    - a. narrative reports from each Team 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.

### **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.*

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 roles of the Bathurst Pastoral Charge. (Reference: Section 113 of The Manual) Adherents may be elected to any Team or Sub-team but may not serve as chairperson of a Team.

A quorum for any meeting of the Pastoral Charge shall be the lesser of thirty-five (35) persons or two-thirds of the meeting membership. Any member of the Council, Team and Sub-team, who is absent for four (4) consecutive meetings, automatically vacates his/her office or appointment – except on compassionate grounds to be determined by the Council.

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. 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.

Except where minutes are declared confidential by the Council, Team and 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 Terms of Reference for the Bathurst Pastoral Council and its Team or Sub-team 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.

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

The annual meeting of the Pastoral Charge shall include the annual meeting of the individual congregations and shall deal with matters both common and unique to each congregation.

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

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