

Britannia United Church Constitution



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Acknowledgements

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1 Preamble

We are a community of about 200 Christians that has been celebrating God's loving presence and listening for God's prophetic word in the west end of Ottawa since 1873. In the spirit of Jesus, we strive to carry that love and word into the world and warmly welcome all who wish to join us. We are committed to creating a community in which people of all ages, genders, races, sexual orientations, differing abilities, ethnic backgrounds, and economic circumstances are welcome and can find a church home.

2 Mission Statement

We, the Congregation of Britannia United Church, affirm our faith in God and our desire to be followers of Jesus. We seek to be a family of faith that commits ourselves:

- to praise God with joyful worship and faithful prayer;
- to nurture faith and the spiritual growth of people of all ages;
- to receive and welcome the stranger in our midst;
- to support one another;
- to seek justice in the world;
- to reach out around us; and
- to share our love.

3 Ministry and Organizational Principles

- 3.1 As a pastoral charge of the United Church of Canada, Britannia United Church is organized within the policies of the United Church, particularly those in the Basis of Union of 1925 - as defined in the *United Church of Canada Act, 1924* - and subsequent decisions of General Council. These Sources are reflected in *The Manual 2013* of the United Church and the *Congregational Organization Handbook 2006 Organizational Guide for Board and Committee Members of Congregations in the United Church of Canada*. In keeping with the alternatives for organizational models provided for in Section B.7.2 of *The Manual 2013*, the Britannia United Church has established a Council structure, which hereafter is called the 'Church Council' or 'Council'.
- 3.2 In the United Church of Canada, the Congregation is the basic unit of organization and mission, and meetings of the Congregation are the ultimate source of authority related to the life and mission of the Congregation. The Mission Statement, as presented in Article 2 above, reflects the understanding of the Congregation of its ministry, religious traditions, purpose, goals, and relationship to the larger church. The Church Council and its organizational arrangements serve to implement the objectives of this Mission Statement.
- 3.3 Both laity and the ordained staff have ministerial roles. At the heart of the pastoral charge is the dedicated relationship between the Congregation and the Minister. In addition to the Minister, other employees are hired to support the mission of the Congregation with judgement and care. The Congregation works with the Minister and other staff in a collegial and respectful manner and draws spiritual and temporal support from them.

- 3.4 Britannia United Church is linked to the United Church of Canada through its membership and participation in the Ottawa Presbytery, the Montreal and Ottawa Conference, and General Council, each of which serves as a Court of the United Church of Canada.
- 3.5 As is the case with the higher Courts, all decisions made at Congregational and Council meetings shall be based on spiritual discernment. Opinions of all representatives must be considered and votes taken following prayerful reflection and with the guidance of the Minister. Great care and effort must be exercised by those in leadership positions to ensure that all matters pertaining to the life and activities of the Church are conducted in an atmosphere of sincerity and transparency.

4 Membership

- 4.1 Membership in Britannia United Church is determined by the Congregation in accordance with the criteria that is established from time to time by the United Church of Canada. The Congregation is made up of the Minister, lay members, adherents, and their children. Membership has two categories that are defined as follows:
 - 4.1.1 Full members are those who, by profession of faith, have joined the United Church of Canada and who are enrolled at Britannia United Church.
 - 4.1.2 Adherents are those who regularly participate in the life and work of Britannia United Church, but who have not officially joined the United Church of Canada, or who might be United Church members, but have not transferred their membership from another congregation.
- 4.2 The Congregation shall have a roll clerk to maintain a roll of members and adherents. This function may be performed by the Secretary of the Church. The roll shall be revised annually to reflect additions to and departures from the Congregation.
- 4.3 Membership privileges vary according to the category of membership:
 - 4.3.1 Full members are entitled to participate in all activities associated with the operation of the church, including voting at all Congregational meetings and holding elective office for any position on Council and its committees.
 - 4.3.1 Adherents who contribute regularly to the life of the Congregation shall have voting privileges at Congregational meetings in all areas except those matters that are identified in the United Church Manual. Full members may extend the voting privileges to adherents at the Annual Congregational Meeting with the limitations that are defined in the United Church manual. Adherents may hold elective office for all positions on Council and committees except those designated as Presbytery Representatives and Officers of Council, as specified in Articles 6.2.1.b and 6.2.1.c below.

5 Congregational Meetings

- 5.1 Congregational meetings are the means by which the membership guides the work and mission of the Congregation. An Annual Congregational Meeting shall be held each calendar year no later than the last Sunday of March. In addition, special meetings of the Congregation shall be convened as needs arise.
- 5.2 The Chair and Recording Secretary for both Annual and Special Meetings shall be the Council Chair and Recording Secretary in accordance with a motion passed at the 2010 Annual Congregational Meeting. The Chair shall direct the meetings in keeping with the agenda that is approved by the membership. The Recording Secretary shall record the number in attendance, take the minutes of the meeting, and record all decisions reached by votes of the membership.
- 5.3 Voting shall be normally conducted by a show of hands, but if a secret ballot voting process is requested to resolve a contentious issue, this more formal process shall be allowed. Voting shall be on the basis of a simple majority (50% plus one vote) of those present and entitled to vote under the terms of this Constitution
- 5.4 Special meetings of the Congregation may be called by the Minister, the Church Council, or in response to written submissions by ten or more members of the Congregation. A meeting that is requested by the members shall be held within fifteen calendar days after the request is received by the Chair of Council.
- 5.5 Congregational meetings must be announced in the sanctuary at the regular time of worship on the two successive Sunday services that are immediately prior to the meeting. An Annual Report shall be prepared and distributed to members of the Congregation at least three weeks prior to the Annual General Meeting. The Annual Report shall include all items presented in Articles 5.6.1 to 5.6.11 below, as well as any other items deemed necessary.
- 5.6 The agenda of the Annual Congregational Meeting shall include, but is not limited to, the following. Some of the items may be integrated into the worship service immediately preceding the annual meeting.
 - 5.6.1 approval of voting privileges of adherents
 - 5.6.2 approval of Agenda
 - 5.6.3 approval of the Minutes of the previous Annual Congregational Meeting as well as those of any special meetings that require approval
 - 5.6.4 reading of the Memorial List
 - 5.6.5 receipt of annual reports from the Minister, Chair of Council, Presbytery Representatives, chairs of standing committees and representatives of other organizations within the congregation.
 - 5.6.6 election of Church Council Officers and individuals to any other positions as the need arises and the removal of individuals from office where considered necessary.

- 5.6.7 approval of the Treasurer's Report for the preceding calendar year
- 5.6.8 approval of the Budget for the current year
- 5.6.9 approval of amendments, if any, to the Constitution
- 5.6.10 selection of the date for the next Annual Congregational Meeting.

6 Church Council

6.1 Mandate

- 6.1.1 The Church Council is the custodian of the Congregational Mission Statement and is responsible for ensuring that its intentions are carried out. Responsibility for the administration of congregational activities is delegated and entrusted to the Council and its committees by the Congregation. The Council is authorized to make decisions on behalf of the Congregation between Congregational meetings. Changes to the Council organizational structure and reporting arrangements must be approved by the Congregation.
- 6.1.2 The obligations of the Council include:
 - a) the responsibility for the spiritual and temporal well being of the Congregation by establishing priorities and taking action on behalf of the Congregation to assure that all needs are met;
 - b) the establishment of standing, task oriented, or ad hoc committees, to conduct a variety of functions that are related to Church activities, with the proviso that all such creations must be confirmed by the Congregation at the Annual Congregational Meeting;
 - c) the monitoring of the activities of the various standing committees and organizations and resolving any conflicts that might arise;
 - d) the preparation of an Annual Report on all Church activities and reporting to the Congregation at the Annual Congregational Meeting;
 - e) ensuring that the Congregation is kept informed of all church activities through various means, including the production and distribution of newsletters or using electronic communications technologies;
 - f) recommending to the Congregation a list of candidates who are qualified to serve as Officers of the Council and members at large, as identified in Articles **6.2.1.c** and **6.2.1.f** below, and appointing individuals to serve in these positions on an interim basis between Congregational meetings; and
 - g) exercising any other functions that might be defined in *The Manual 2013*.

6.2 Membership

- 6.2.1 Membership in the Church Council is intended to reflect representation from all areas of Congregational activities and interests. The Council shall consist of the following:

- a) the Minister
- b) Presbytery lay representatives
- c) the Officers of Council including the:
 - i) Chair
 - ii) Vice-chair
 - iii) Recording Secretary
 - iv) Treasurer
- d) Chairs of all Standing Committees, including the following:
 - i) Christian Development
 - ii) Worship and Music
 - iii) Mission, Service and Outreach
 - iv) Pastoral Care
 - v) Ministry and Personnel
 - vi) Stewards
 - vii) Board of Trustees
 - viii) Accessibility Committee
- e) Persons representing other ongoing church organizations, such as the :
 - i) West End Villa group
 - ii) Seniors Tea
 - iii) Editor of Newsletter
- f) Members at Large to a maximum of six, one of which shall be under the age of 25 to represent the youth of the Congregation.

6.2.2 Members may serve in more than one position at any given time, except for the positions of Chair and Vice-chair of Council. As this practice is not recommended, incumbents filling more than one position shall be encouraged to seek replacements for one of the positions as quickly as possible. Members serving in more than one position shall have only one vote on any one issue at Council meetings.

6.2.3 The number of Standing Committees and other organizations (6.2.1.d and 6.2.1.e) may be increased or decreased as needs arise, but must be confirmed by the Congregation at the next Annual Congregational Meeting. Appointments to fill vacant positions can be made by the Council during the year, but must be confirmed at the next Annual Congregational Meeting.

6.2.4 As indicated in Article 4.3.2, unless the Presbytery has granted an exception

pursuant to Section B7.3.1 of The Manual 2013, only members of Britannia United Church can serve as Presbytery Representatives (6.2.1.b) and Officers (6.2.1.c).

6.3 Terms of Reference and Terms of Office

- 6.3.1 Officers (6.2.1.c), all members of the Board of Trustees (6.2.1d.vii), Members at Large (6.2.1.f) and the Editor of Newsletter (6.2.1.e.iii) shall be elected by the Congregation. All other members of Council shall be confirmed at the Annual Congregational Meeting.
- 6.3.2 A Vice-Chair shall be elected each year to a two-year term, serving in that capacity the first year and assuming the position of Chair in the second. The Chair may be re-elected by the Congregation to a second term, if required.
- 6.3.3 The Chair shall ensure that Council meetings are called as required and shall preside over all Council meetings. The Vice-Chair shall act as Chair in the absence of the Chair.
- 6.3.4 The Recording Secretary and Treasurer shall serve two-year terms, but may be confirmed for additional terms by the Congregation.
- 6.3.5 The Recording Secretary shall keep a record of attendance at Council meetings, take minutes of the meetings, and record all decisions that are decided by a vote of the attendees at the meeting
- 6.3.6 The Treasurer, because of the requirements of the position and the mandate of the Committee of Stewards, shall serve as a member of the Committee of Stewards and is subject to the Terms of Reference for that Committee. The Treasurer shall submit to the Council statements of the financial operations of the Church after they have been approved by the Committee of Stewards.
- 6.3.7 Currently Britannia United Church has three Presbytery representatives who shall be elected at the Annual Congregational Meeting. Presbytery Lay Representatives shall serve two-year terms, but may be ratified for additional terms by the Congregation.
- 6.3.8 Presbytery Representatives shall serve as liaison between Britannia United Church and Ottawa Presbytery, shall keep the Council informed of any activities at the Presbytery that might affect the Congregation, shall submit to the Council any directives that are issued by the Presbytery, and shall serve as envoys to the Presbytery on behalf of Britannia United Church to communicate any crucial subject matter of major concern to the congregation.
- 6.3.9 The Editor of Newsletter shall be elected at the Annual Congregational Meeting for a two-year term. Additional terms may be confirmed by the Congregation.
- 6.3.10 Trustees shall be elected by the Congregation at the Annual Congregational

Meeting. They shall serve two-year terms, but may be confirmed for additional terms by the Congregation.

- 6.3.11 The chairs of the Standing Committees shall be elected by the members of the committees and be confirmed by the Congregation. The terms of office of the chairs will be at the discretion of the members of the committees. If the need arises, a chair can designate a committee member to attend a Council meeting on his or her behalf, with full voting privileges.
- 6.3.12 Persons in leadership of other committees within the Church shall serve at the pleasure of their committees, except for the Editor of Newsletter (see article 6.3.1 above). If the need arises, the Chair of a committee may designate another member of the committee to attend Council meetings on his or her behalf with full voting privileges.
- 6.3.13 Chairs of Standing Committees and representatives of other ad hoc committees shall report on all activities and events presided over by their committees at Council meetings.
- 6.3.14 Members at Large shall be elected for two-year terms, but may be confirmed for additional terms by the Congregation. Efforts shall be made to have the terms of office for the Members at Large to be staggered to allow for an appropriate rotation.
- 6.3.15 Standing committees and other ad hoc committees shall have authority to operate within the mandates for the committees , but must report their activities to the Council at regularly scheduled or special Council meetings.
- 6.3.16 The Committee of Stewards shall have discretionary power in terms of non-budgeted expenditures that do not exceed \$1,000.00. For non-budgeted expenditures between \$1,000.00 and \$10,000.00, the Chair of the Property subcommittee shall seek concurrence for the expenditure before committing the funds from at least one of the following¹:
 - Chair of the Board of Trustees
 - Chair of the Finance subcommittee
 - Chair of Council

6.4 Council Meetings

The Council shall hold regularly scheduled meetings at least four times per year. Special Meetings of the Council to deal with specific issues may be called by the Chair, a member of the Order Ministry settled or appointed to the pastoral charge, a designated Lay Minister recognized by the appropriate court and appointed to the

¹ Note: The reason for this precaution is to ensure that money can be made available to cover the unbudgeted expenditure.

pastoral charge, and the pastoral charge supervisor. Members and adherents of the Congregation may attend regular Council meetings as observers. A Quorum of the Council shall require the attendance of the Minister, a designated lay minister or another person appointed by Presbytery, and Chair or Vice-Chair and at least one-third of all Council members entitled to vote.

6.5 Annual Planning

The Church Council is responsible for co-ordinating all activities and events in the life of the Congregation. In the Fall months, all individuals that are responsible for and involved in such activities shall be contacted, efforts shall be made to ensure that timing and space conflicts are avoided, and co-ordinators for all events shall be appointed. A complete schedule for the following calendar year shall be finalized by the Council and any subsequent changes to the schedule shall be approved by Council.

7 Standing and Other Committees

7.1 Roles and Membership

- 7.1.1 The work and mission of the Congregation is carried out by Standing Committees and ongoing unique positions within the Church which are to be represented on the Church Council, as specified in Articles 6.2.1.d and 6.2.1.e above. Representatives of ad hoc groups or committees, though not members of the Council, must report to the Council when invited to do so.
- 7.1.2 Standing Committees can establish sub-committees to deal with specific areas of concern as needs arise. Chairs of sub-committees and other committee members may attend Council meetings as non-voting members to present reports or offer advice and suggestions to Council.
- 7.1.3 Members and adherents of Britannia United Church are entitled to membership on committees and organizations, subject to the Terms of Reference for each committee. Committees and organizations shall be responsible for recruiting new members. New members of committees and organizations do not need Council or Congregational approval.

7.2 Terms of Reference for Standing Committees

The following Terms of Reference are, in some instances, abbreviated versions of the complete versions that have been approved for the committees. Committees may make any amendments to their Terms of Reference, but any such amendments shall be reported to and approved by the Church Council. The Council shall decide whether the approved changes require amendments to this Constitution.

7.2.1 Christian Development Committee

The Christian Development Committee seeks to nurture and support seekers and learners of all ages and stages to grow in faith and in their relationship with God, self, one another, and all creation so that they may engage fully in the life of Britannia United Church. This Committee is responsible for:

- a) providing a church school for younger children and ensuring that all areas (programming, staffing, equipment, etc.) are available when required;
- b) providing leadership and support for a youth group and ensuring that operations and activities fall within the mandate of the United Church of Canada;
- c) maintaining a lending library for the use of all members of the Congregation;
- d) reviewing and approving all learning materials that are brought into the Church;
- e) providing a nursery where parents can leave their children during Sunday services;
- f) providing leadership and support for a CGIT program within Britannia United Church if such a program is supported by the Congregation;
- g) organizing Congregational learning or worship opportunities, such as a Lenten study series, instructions for membership, Baptism and Confirmation, and Bible studies;
- h) organizing family events, such as swimming days, skating parties, and year-end picnics; and
- i) participating in or organizing activities, such as calendar sales, Mother's Day sweets, or Valentine Teas

7.2.2 Worship and Music

The Worship and Music Committee plays a pivotal role in the work and mission of Britannia United Church by providing oversight for worship services and appropriate use of worship space. These responsibilities are accomplished by:

- a) assisting the minister, organist and choir in the planning of Sunday worship services based on the lectionary readings and seasonal themes;
- b) selecting hymns in keeping with these themes, striving for a balance of new and old hymns for each Sunday service;
- c) reviewing and approving any upcoming changes to the Order of Worship service;
- d) encouraging the use of a variety of concepts, including drama, African

- drumming, taize singing, and the use of different instruments;
- e) enhancing the atmosphere of the sanctuary of the church with seasonal decorations and adornments;
- f) overseeing selection of lay readers and communion servers for Sunday services;
- g) encouraging attendance at worship services and music workshops; and
- h) being receptive to suggestions concerning Sunday services from the members of the Congregation and implement any proposals that are deemed appropriate.

7.2.3 Mission, Service and Outreach

The Mission, Service and Outreach Committee strives to meet the various needs of the Britannia Congregation, the local community, and national and international projects, as necessity dictates. In addition, it strives to meet the needs of special projects when feasible, with Congregation support, while recognizing the importance of keeping the Congregation well-informed of the nature and progress of the work of the Committee. The focus of this Committee and highlights of responsibilities are to:

- a) understand financial needs and prepare submissions to the annual budget process in support of the Mission and Service Fund, as well as contributions to other charitable agencies that have been approved by the Committee;
- b) recruit and co-ordinate readers for the weekly "Minute for Mission" segment of the worship service from September through June, and periodically present communications on local Mission and Outreach activities to the Congregation;
- c) conduct one or two worship services during the year in support of Mission and Service work locally and abroad;
- d) inform the Congregation of Mission and Service projects, through bulletin board displays, bulletin inserts, announcements, "Minute for Mission", and the Britannia United Church newsletter;
- e) attend regular functions, meetings, etc. of the various groups with which Britannia United Church is involved;
- f) ensure that Benevolent Offerings are taken up during every Communion service. The funds that are thus obtained are administered by the Minister to meet the special needs of the members of the Congregation and also the broader local community;
- g) identify and invite guest speakers to make presentations during worship services on issues that are deemed worthy of support by the

Congregation, and follow up with a program of support that is appropriate to the needs presented; and

- h) support various other outreach activities to benefit the local community (e.g. the collection of food in support of the local food bank and a December Mitten Tree project).

7.2.4 Pastoral Care

The Pastoral Care Committee shall assist the Minister with the spiritual and pastoral needs of the Congregation of Britannia United Church by welcoming new members and supporting and caring for members that are struggling with difficulties that are associated with health, bereavement or other forms of distress. Committee members are subject to standards of strict confidentiality in all activities that are associated with the Committee which include the following:

- a) acknowledging newcomers at Sunday services and ensuring that they are welcomed to the Congregation;
- b) undertaking a follow-up with newcomers who have indicated an interest in receiving further contact;
- c) being sensitive to the needs of members of the Congregation who might be struggling with any number of difficulties, reaching out to them, offering empathy, support and encouragement, and undertaking such activities with an awareness of and sensitivity to the level of openness and acceptance of the individuals;
- d) contacting individuals who might not have attended Sunday services for some time, those who might be shut in, or who might have some other difficulties that prevent them from participating in worship services;
- e) assisting the Minister with his ministry to those in hospital, retirement residences, and nursing homes; and
- f) deciding on the best way to perform outreach activities, including calling by telephone, sending cards or letters, or making personal visits depending on the circumstances.

7.2.5 Ministry and Personnel Committee

The Ministry and Personnel Committee is a confidential, consultative body that supports the pastoral relationship with the Congregation. It strives to achieve the following:

- a) provide a consultative and supportive agency for the staff of Britannia United Church and for members and adherents of the Congregation;
- b) review working conditions and the remuneration for the staff of Britannia United Church and make appropriate recommendations to the Church

Council;

- c) oversee the relationship of the staff with members of the Congregation and others;
- d) oversee the relationship between members of the staff with respect to their responsibilities and authority;
- e) consult with all members of the staff about their plans for continuing education and ensure that those who are eligible avail themselves of the provisions for continuing education and that money and time are made available to them;
- f) review and evaluate annually the effectiveness of the staff in meeting their objectives as they relate to the mission of the Congregation as defined by the Church Council, and make any recommendations as a result of these reviews to the Church Council;
- g) maintain close liaison with the Presbytery Pastoral Relations Committee;
- h) review regularly the responsibilities of all staff and revise position descriptions when required or requested; and
- i) receive from each Ministry Personnel settled in or appointed to the Congregation a current police record check (PRC) at the expense of the Ministry and Personnel Committee, no later than the completion of each six-year period of the pastoral relationship.

7.2.6 Stewards

The Committee of Stewards monitors the financial and temporal affairs of the Congregation. It ensures that sufficient funds are made available to provide for staff salaries, operating expenses of the church and Presbytery requirements, accounts for all moneys received and disbursed for these purposes, and ensures that all church property is properly maintained. The Committee accomplishes these objectives either directly or indirectly through sub-committees, and has the responsibility to:

- a) schedule and manage fund raising events, ensure that co-ordinators are obtained and conflicts averted, submit the proposed events to the Church Council for approval, and provide assistance to the co-ordinators when the activity takes place;
- b) advise and assist the Treasurer during the preparation of the annual budget and periodic financial reviews;
- c) approve expenditures that are recommended by the Property Sub-committee to maintain the Church property in proper condition;
- d) approve leases and agreements that are negotiated by the Property Sub-committee;

- e) manage and monitor the security of Church property;
- f) support the welcoming of people at Sunday services through the provision of greeters, distributors for bulletins, ushers, and coffee servers;
- g) approve expenditures that have been recommended by the Office Automation Sub-Committee to properly maintain all automated office equipment; and
- h) monitor and support the work that is performed by the following individuals and sub-committees:
 - i) the Treasurer, who is responsible for:
 - receiving and disbursing operating funds;
 - maintaining up-to-date records of financial transactions;
 - preparing an annual budget for all Congregational accounts and activities;
 - providing financial statements to keep the Committee of Stewards, the Church Council, and the Congregation informed of the financial status of the church;
 - ensuring that financial statements are audited; and
 - filing necessary documents with the United Church Head Office, Presbytery Office and government agencies.
 - ii) the Envelope Steward, who is responsible for:
 - keeping records of members' givings according to type, amount and frequency; and
 - issuing periodic statements and annual receipts for income tax purposes.
 - iii) the Duty Steward, who is responsible for:
 - co-ordinating the collection and counting of offerings; and
 - preparing and making bank deposits.
 - iv) the Grocery Card Program Co-ordinator, who is responsible for:
 - the sale of grocery cards to the Congregation, a major fundraiser for the church, on an ongoing basis.
 - v) the Property Sub-committee, which is responsible for:
 - the upkeep and maintenance of church buildings and land, all related systems (electrical, water, sewer, heating and security), equipment and appliances;

- responding to emergency situations which must be dealt with quickly to minimize property damage or alleviate potentially hazardous situations;
 - the maintenance of the parking lot and control of parking;
 - the negotiation of long-term leases and temporary arrangements with groups and individuals wishing to utilize any portion of the church property; and
 - the maintenance of a comfortable and secure environment for all church activities.
- vi) the Office Automation Sub-committee, which is responsible for:
- the maintenance of all automated office equipment of the church, ensuring that the equipment meets the needs of the users, that it is configured to provide optimized operation at an affordable cost and with a high degree of reliability and security;
 - the processing of annual subscriptions for software (e.g. antivirus updates) expeditiously so that there is no interruption of services or protection; and
 - the maintenance of the Britannia United Church website to ensure that all information presented is current and easy to access.
- vii) the Memorial Sub-Committee, which is responsible for:
- keeping records for all Memorial gifts, donations and bequests that are received by the Congregation;
 - responding to donors by letter or a visit immediately following the receipt of the gift;
 - reporting and bringing a recommendation to the Church Council for use of the gift;
 - keeping a list of prioritized suggestions for the use of gifts; and
 - keeping the memorial book up to date.
- viii) the Kitchen Sub-Committee, which is responsible for:
- overseeing the use and cleanliness of kitchen facilities and equipment on Sundays and during special events;
 - ensuring that there is a Certified Food Handler on the committee;
 - replenishing items used on a daily basis, (e.g., liquid soap,

- plastic wrap, pepper and salt, sugar);
- maintaining the inventory of all kitchen items; and
- reporting changes to the Property Sub-Committee.

7.2.7 Board of Trustees

The purpose of the Board of Trustees is to ‘...hold all of the property of the Congregation for the use and benefit of the Congregation as part of the United Church of Canada . The activities of the Trustees are governed variously by public statutes, the United Church’s Trusts of Model Deed, and the lawful direction of the Church Council, the Presbytery, or the Conference.’ (paraphrased from Section G3 of *The Manual 20013*). The Trustees accomplish this mandate by:

- a) managing the insurance coverages for the church and Officers. This is accomplished by maintaining a computerized data base of all church assets, reviewing annually the coverages, and reporting the coverages and losses (if any) annually to Presbytery;
- b) establishing a Finance Sub-committee to advise the Trustees on the financial requirements of the Church and on the investment of funds that are received from a variety of sources including the sale of the manse, major bequests, or the donation of stocks. The Finance Sub-committee shall be chaired by the Chair of the Board of Trustees but this function may be delegated to one of the other Trustees in accordance with the approved Terms of Reference for the Committee. Other members of the Committee shall include the Church Treasurer and at least one member of the Congregation; and
- c) preparing a Trustees report for inclusion in the Annual Report to the Congregation with the listing of the names and addresses of the Trustees in compliance with instructions in the United Church Trustees Handbook.

7.2.8 Accessibility Committee

This committee is responsible for

- a) establishing policies on the provision of accessible programs and services to church attendees with disabilities;
- b) monitoring church programs and services to ensure that practices and procedures are consistent with governing policies;
- c) coordinating accessibility training and training materials for all relevant church staff and volunteers;
- d) ensuring that assistive devices provided by the church are in good

- working order and that requests for assistive devices are met; and
- e) reviewing feedback on the church's accessibility and responding to any complaints or concerns.

7.3 Terms of Reference for Other Groups

The groups identified in article **6.2.1.e** may operate without specific Terms of Reference, except for the Editor of Newsletter. The Editor's responsibilities shall be consistent with the terms for the Newsletter itself, which are as follows:

7.3.1 Britannia United Church Newsletter

The Britannia United Church Newsletter shall serve as a channel for spiritual outreach and a means of communication with members of the Congregation and with interested groups in the community. This shall be accomplished by:

- a) presenting relevant issues to members of the Congregation and to others;
- b) reporting on activities of individuals and groups within the Congregation, and on events and activities in the local community as well as the United Church of Canada;
- c) promoting upcoming events at Britannia United Church;
- d) producing at least four issues annually (one shortly before Christmas and another shortly before Easter); and
- e) ensuring that copies are made available to the Congregation in either electronic or in paper format with paper copies provided for pickup after Sunday services. Christmas and Easter issues shall be labeled with the names and addresses of members of the Congregation and copies that not picked up at the church shall be distributed to the homes of members of the Congregation either by hand or using the regular mail system.

8 Implementation of Constitution

- 8.1 The Constitution was reviewed by the Ottawa Presbytery before being approved at a special Congregational Meeting that was held on February 24, 2008. The vote was taken in accordance with the provisions of The Manual 2007.
- 8.2 This 2013 revised Constitution shall be made available to all members and adherents of Britannia United Church.
- 8.3 The Constitution may be amended from time to time at the Annual Congregational Meeting or at a duly convened special Congregational meeting. Amendments are subject to review by the Ottawa Presbytery. The first revision was reviewed by Ottawa Presbytery and then accepted by the Congregation of Britannia United Church

and approved at a Special Congregational Meeting that was called for this purpose on February 23, 2014.

Figure 1 - Governance Structure

Britannia United Church Governance Structure

