

Demystifying Britannia United Church's Governance Structure

Are you familiar with Britannia United Church's governance, how its committees are structured and what they are responsible for? As with any Administration, you may be lost in the myriad of committees and sub-committees.

In the United Church of Canada, the Congregation is the basic unit of organization and mission. Meetings of the Congregation are the ultimate source of authority related to the life and mission of the Congregation. Every year, around February, the Annual General Meeting (AGM) is held. At the AGM, the Congregation elects and/or affirms the members who will make up the Church Council for the year.

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.

The Church Council and its members and committees serve to implement the objectives of the Mission Statement.

The table below provides an overview of Britannia's governance structure, what its committees do and who is responsible for them.

Council		
<p>Mandate: Ensures the intentions of the Congregation are carried out, by making decisions on behalf of the Congregation.</p> <p>The Council governs the ongoing operations of Britannia United Church for the year.</p>		
Membership:		
Minister		Rev. Jim Baldwin
Chair	Convenes and presides over meetings	Brenda Plamondon
Vice Chair	Acts as Chair in absence of Chair, and assumes position of Chair in second year of membership	Barry Meredith
Recording Secretary	Keeps records of attendance, takes minutes and records all decisions	Dee McEwen

Treasurer	As a member of Stewards (see below), receives and disburses funds, maintains records of financial transactions, prepares annual budget, provides financial statements, ensures financial statements are audited and files necessary documentation with Head Office	Vacant
Presbytery lay representatives	Acts as liaison with the Ottawa Presbytery, keeps Council informed of any activities at the Presbytery affecting the Congregation, submits any directives issued by the Presbytery and serves as envoy to the Presbytery in terms of communicating crucial congregational activities	Eileen Ball Barb Rafter
Christian Development	Seeks to nurture and support learners of all ages to grow in faith and in their relationship with self, one another and all creation	Mary Lou Farrell
	Sub-committees:	
	Sunday School Coordinator	Coordinates the provision of an educational program for children aged 3 to 10 Deanna Giles-Vail
	Youth Group Coordinator	Leads a ministry with and for youth, aged 11 and up, to support their learning and social needs Helen Hutcheson
	Nursery Coordinator	Provides a care and nurturing program for children under the age of 3 Vacant
	Coordinator of Congregational Learning	Develops leadership and reviews resources for a Vacant

		program of learning for the Congregation, including Bible study classes	
	Library Coordinator	Manages resources to support the learning groups and individuals within the Congregation	Barbara Blair Mary Townson
Worship and Music	Provides oversight for worship services		Dori Jensen
Mission, Service and Outreach	Strives to meet the mission and outreach needs of the Britannia Congregation and local community, and carries out national and international projects		Wendy Gallant
Pastoral Care	Assists the Minister in addressing and nurturing the spiritual and pastoral needs of the Congregation		Dori Jensen
Ministry and Personnel	Supports the pastoral relationship as a confidential, consultative body by overseeing the staff of Britannia United Church		Mary Lou Farrell Kelvin Stanke
Committee of Stewards	Monitors the financial and temporal affairs of the Congregation, ensures that sufficient funds are available to provide for staff salaries and operating expenses of the Church and Presbytery, accounts for all moneys received and disbursed, and ensures that all property is maintained		Rotating members
	Sub-committees:		

	Envelope Steward	Keeps records of members' givings, issues periodic statements and annual receipts, and arranges for Pre-Authorized Remittance (PAR) through the United Church of Canada	Verne Bruce
	Duty Stewards	Coordinates the collection and counting of offering, and makes bank deposits	Horace Duncan Georgina Garland Gail Wyse Heather Thuswaldner (scheduling)
	Property	Upkeeps and maintains the Church buildings and land, negotiates long-term leases and temporary arrangements with groups and individuals wishing to use the Church property, and maintains a secure environment	Donald Jackson
	Office Automation	Maintains all automated office equipment of the Church	Bob Johnston
	Memorial	Keeps a record of all memorial gifts and donations received by the Congregation.	Bob Livingstone
	Kitchen	Oversees the	Verne Bruce

		kitchen facilities and equipment and their use on Sundays and during special events.	
Board of Trustees	Holds all of the property of the Congregation for the use and benefit of the Congregation as part of the United Church. This includes managing insurance coverage and the investment of funds.		Don Judd
	Sub-committee:		
	Finance	Advises the Trustees on investment matters.	John Todd
Coordinator, West End Villa Group	Provides residents at West End Villa who wish to attend a United Church service, the opportunity to do so every fourth Tuesday.		Donna Armstrong Valda Boland
Coordinator, Seniors' Tea	Provides the seniors of the Church and community with an opportunity to meet for a short devotional, followed by games and refreshments.		Maggie Taylor
Editor, Britannia United Church Newsletter	Serves as a channel for spiritual outreach and a means of communication with members of the Congregation and with interested groups in the community.		Peter Bain
Craft Group	Makes and provides articles for sale at various functions including the Strawberry Social, Fall Bazaar and Christmas Pot Luck		Edith Kenney Valda Boland
Members at large	Represents the views of the Congregation, providing members and adherents with information and feedback, and seeking input as required.		Rose Bernauer Verne Bruce Heather Thuswaldner Bob Livingstone
Youth representative	Represents the views of youth, providing them with information and feedback, and seeking their input as required.		Haley Ashley

	Church Accessibility Committee	Provides people with disabilities the same opportunity to access programs and services allowing them to benefit from the same services, in the same place in a similar way as other church attendees.	Rev. Jim Baldwin Mary Lou Farrell
	Coordinator, Funeral Reception Committee	Liaises with the Minister following his consultation with the family to see if they require a reception and how many people they are expecting, and telephones members of the Congregation for food, help with food preparation, and set-up and clean-up.	Marilyn Bruce

It is thanks to the hard work of the above individuals that the day-to-day operations of the Church are carried out, and decisions are made and implemented to ensure that our Church works effectively.

For more information on Britannia United Church's committees, speak to any of the committee chairs listed above.

If you would like to volunteer for any of the vacant positions or become a member of one of the committees or sub-committees, please contact the committee chair, Helen Hutcheson (email: hmhutcheson@rogers.com; telephone: 613-726-0113) or the Church office (email: office@brituc.ca; telephone: 613-828-6018).

We would appreciate having you on board as part of our enthusiastic and dedicated team!