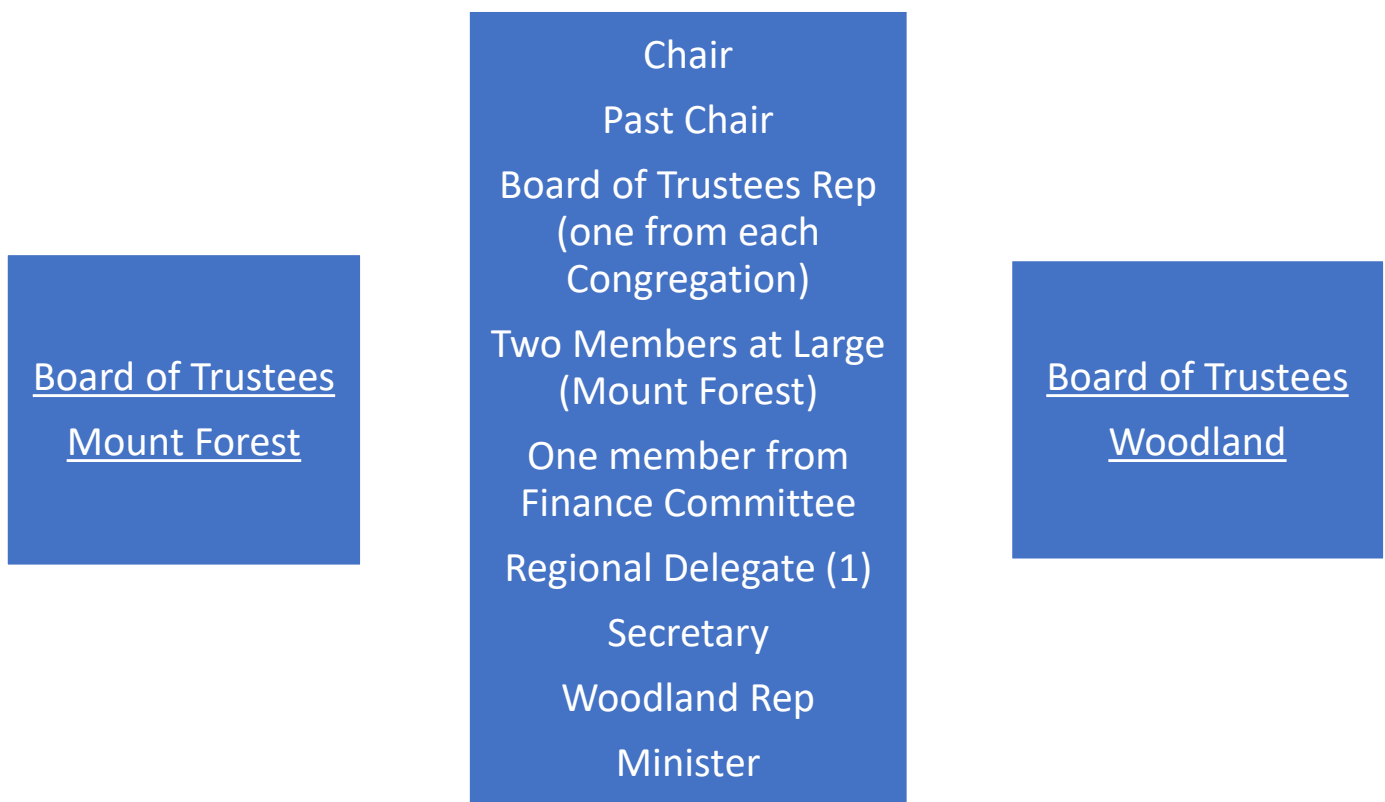




## MOUNT FOREST – WOODLAND PASTORAL CHARGE



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*Committees are approved by the Leadership Team. They must be in alignment with the Vision and Mission of Mount Forest-Woodland Pastoral Charge. They gather to work on specific mission activities, affinities, interests and passions.*

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## **1. MISSION AND VISION**

Our vision Statement (to be updated by New Leadership Team)

## **2. ESSENCE STATEMENT**

Mount Forest Congregation – “Our community of faith exists as a gathering place for those who seek to follow Jesus on a dynamic journey of praise and service.”

Woodland Congregation – “The Woodland family exists to faithfully share God’s blessings throughout the community and beyond.”

## **3. PASTORAL CHARGE**

The name of the Pastoral Charge is Mount Forest Woodland/Pastoral Charge and consists of the Congregations of Mount Forest and Woodland United Churches.

## **4. PREAMBLE**

The Constitution of Mount Forest/Woodland Pastoral Charge describes and organizes the ministries of the Pastoral Charge so that they can best be the church – celebrating God’s presence, loving, and serving others, respecting creation, seeking justice. The constitution is representative of the entire Pastoral Charge and embraces and encourages the participation of all; is accountable to the entire Pastoral Charge and asks those involved to be responsible and diligent in their leadership. Further, it enables ministry in the name of Jesus Christ among the Pastoral Charge, creating possibilities for service and witness.

## **5. LEADERSHIP TEAM**

### **5.1 Mandate**

The Leadership Team shall be mandated by the Pastoral Charge to oversee the life and work of Mount Forest-Woodland Pastoral Charge in accordance with the Manual of the United Church of Canada, and subject to the advice of Western Ontario Waterways Region. The ministries of Mount Forest-Woodland Pastoral Charge shall be expressed through the faith-guided efforts of Committees and ad-hoc committees that shall be accountable to the Leadership Team.

## **5.2 Members**

The Leadership Team shall consist of eleven (11) members or adherents of the Pastoral Charge who shall serve in the following roles:

- Chair
- Past Chair
- One Member of Board of Trustees from each of Mount Forest and Woodland Congregations
- Two Members at Large
- One Member from Finance Committee
- One Member representing Woodland Pastoral Charge
- Region Representative
- Secretary
- Minister (non-voting)

The Pastoral Charge's Called or Appointed Minister or Pastoral Charge Supervisor or an appointed member of Western Ontario Waterways (W.O.W.) shall be present whenever the Leadership Team meets.

In the case of vacancies between Annual Meetings, the Leadership Team will nominate and request Pastoral Charge approval for a replacement.

Each Leadership Team position shall be a liaison to a committee or ad-hoc committee. The Terms of Reference for each committee forms part of this Constitution document.

## **5.3 Term of Office**

The Term of Office for a Leadership Team Member shall be two years with a possible two-year extension after which a one-year break shall be required before accepting further election or appointment.

## **5.4 Meetings**

The Leadership Team shall hold bi-monthly meetings or at such times as may be necessary, but not fewer than six times between consecutive Annual Meetings.

Any member of the Pastoral Charge may observe Leadership Team meetings, and when arranged prior to the meeting, and time on the agenda permits, may have a place on the agenda to speak to matters on the agenda, or matters of concern.

## **5.5 Decisions by Consensus**

Decisions shall be made by consensus. A quorum shall be six, exclusive of the Minister or Minister Representative.

In the case of an emergency and a Leadership Team quorum is not possible, or Ministry staff is absent, a decision shall be made by no fewer than four members, including at least one Trustee. If the emergency involves a staff member, the decision shall also require at least one Ministry and Personnel Committee Member and possible Pastoral Charge Supervisor from Regional Council.

## **5.6 Committees**

The Leadership Team may appoint Pastoral Charge members to the following Committees or ad hoc committees as necessary to carry out its work. The Terms of Reference for each committee is described in Appendix "A" attached hereto and forming part of this constitution document. Each Committee shall elect a chair and a secretary. The Secretary shall keep regular minutes and provide a copy of the minutes to the Leadership Team Secretary.

Ministry and Personnel  
Worship  
Christian Education  
Finance  
Membership and Fellowship  
Pastoral Care  
Mission and Service  
Media/Communications  
Property  
Use of Building

Ad hoc committees, which are established for special purposes may be approved by the Pastoral Charge from time to time as may be required.

## **5.7 Goals and Objectives**

The Leadership Team shall set and review short and long-term goals in keeping with the approved Strategic Plan.

The Leadership Team shall keep the Constitution and Strategic Plan as a guide to carry out its work and conduct a review and focus group meeting with the Committee Chairs at least once annually.

## **5.8 Meetings**

All meetings of the Leadership Team shall be open to the Pastoral Charge. Visitors shall not vote.

At each meeting, the Leadership Team shall receive a financial report from the Treasurer, and a written report from each of the committees named above.

Draft minutes of the Leadership Team, including financial and other submitted reports shall be available to the Pastoral Charge within one month after each meeting.

## **5.9 Agenda**

The Secretary shall prepare an agenda, including the financial report and committee reports and circulate the agenda to the Leadership Team at least one week prior to the meeting.

The Agenda shall adopt the following format:

- Welcome and Call to Order
- Opening Prayer
- Learning/Worship Time
- Growth and Development of Pastoral Charge
- Adoption of Previous Minutes
- Business Arising from Previous Minutes
- Financial Statement Review
- Committee Reports for Information
- Committee Reports for Direction
- Minister's Report
- New Business or Matters Needing Direction
- Adjournment

## **6. ANNUAL MEETING AND PASTORAL CHARGE MEETINGS**

### **6.1 Date of Annual Meeting**

The members and adherents of the Pastoral Charge shall meet annually on the 2<sup>nd</sup> Sunday in February at 2:00 p.m. They may also meet more frequently as may required. Pastoral Charge Meetings shall be called as outlined in the Manual of the United Church of Canada.

### **6.2 Annual Report**

The Leadership Team shall arrange for the preparation of the Annual Report, which shall reflect the activities of the Leadership Team, Committees, and ad hoc Committees for the preceding year, as well as a report from the Minister. Copies of the Report shall be made available to the Pastoral Charge not later than one week prior to the Annual Meeting.

### **6.3 Voting**

Voting at the Annual or Pastoral Charge Meetings and the required Quorum will be governed by the Manual of the United Church of Canada. Voting privileges may be granted to adherents upon a duly passed motion at a Pastoral Charge meeting.

### **6.4 Presiding Officer**

The Current Chair of the Leadership Team shall preside over the Annual meeting and Pastoral Charge meetings. The Secretary of the Leadership Team shall record the minutes. In the absence of the Chair of Secretary, the Leadership Team may name a replacement for that meeting.

6.5 The Pastoral Charge's Called or Appointed Minister or Region Supervisor shall be present whenever the Pastoral Charge meets.

### **6.6 Annual Meeting Agenda**

The agenda of the annual meeting shall include:

- Extension of Voting Privileges
- Approval of the Agenda
- Approval of the Minutes of the Previous Annual Meeting

- Motion to Receive the Annual Report
- Business Arising from the Previous Annual Meeting
- Approval of the Budget
- Elect new members for the Leadership Team and Region Representatives as presented by nominations;

6.7 Newly elected members of the Leadership Team and other appointed leaders shall begin their responsibilities at the first meeting following the Annual Meeting where nominations are approved. This first meeting should be no later than 4 weeks following the annual meeting.

**6.8 Leadership Team Member Areas of Responsibility**

Each committee member shall be responsible for at least one, but not more than two committees or ad hoc committees. Their role is to act as liaison between the committee and the Leadership Team. It is not a requirement for Leadership Team members to attend every committee meeting but are welcome to attend as their schedule permits.

<b>Position</b>	<b>Liaison to Area of Responsibility</b>
Chair	Ministry and Personnel Use of Building
Past Chair	WOW Regional Reps United Church Women
Trustee – One from Each Pastoral Charge	Property Sanctuary Revisioning (ad hoc)
First Member at Large	Worship Christian Education
Second Member at Large	Membership and Fellowship Pastoral Care
Member from Finance Committee	Mission and Service
Woodland Representative	Woodland Pastoral Charge
Secretary	Media/Communications
Regional Delegate	
Minister	

## **7. EXPECTATIONS OF LEADERSHIP TEAM**

All Members of the Leadership Team are expected to:

- 7.1 be members in good standing of Mount Forest United Church or Woodland United Church;
- 7.2 give evidence of commitment to Christ, the Church, and the Pastoral Charge. Responsibility is first to the Pastoral Charge as a whole and secondly to the committee to which the Leadership Team relates;
- 7.3 serve as liaison to assigned committees;
- 7.4 be faithful in attendance at the bi-monthly meetings of Leadership Team and at the meetings of the committee to which the Leadership Team is assigned (as required);
- 7.5 notify the Chairperson or Secretary of the respective committee or of Leadership Team when absence is necessary;
- 7.6 give support to the Chairperson and the Minister in carrying out the policies, decisions, and programs of Leadership Team;
- 7.7 give notice to the Nominating Committee by October 31'st of each year if they wish to change the area of their responsibility in the upcoming year.

## **8. EXPECTATIONS OF CHAIR OF LEADERSHIP TEAM**

The Chairperson of the Leadership Team will be expected to:

- 8.1 be strongly supportive of, and work closely with the Minister of the Pastoral Charge;
- 8.2 chair all meetings of the Leadership Team. If absence is necessary, notify the past chair, or if not available another member of the Leadership Team to chair the meeting;



- 8.3 maintain ongoing contact with members of the Leadership Team to ensure that work assigned or undertaken is progressing on schedule and as directed by the Leadership Team;
- 8.4 consult with the Minister regularly and always prior to meetings of the Leadership Team;
- 8.5 give strong leadership to the Leadership Team and the Pastoral Charge in carrying out policies, decisions, and programs;
- 8.6 represent Pastoral Charge at confirmation, baptisms, reception of new members, installations or arrange for an appropriate designate;
- 8.7 report to the Pastoral Charge at its Annual Meeting on the work of Leadership Team;
- 8.8 in consultation with Minister and Leadership Team Secretary, prepare an agenda for all Leadership Team meetings.

## **9. EXPECTATIONS OF SECRETARY**

The Secretary of Leadership Team shall be expected to:

- 9.1 attend all meetings of Church Leadership Team;
- 9.2 provide for a substitute if absence is necessary;
- 9.3 keep accurate minutes of the meetings of Leadership Team and make these available to the Pastoral Charge by posting the Leadership Team meeting minutes by the fellowship hall and the Narthex;
- 9.4 provide a copy of the minutes of each meeting of Leadership Team, shortly after each meeting to the Church office;
- 9.5 receive and send correspondence on behalf of Leadership Team;
- 9.6 at the beginning of each church year, prepare a list of Leadership Team members, including name, phone numbers, dates their terms

expire, and area of responsibility, to be posted on the bulletin board outside the Fellowship Hall;

- 9.7 at the beginning of each church year, prepare a list of all standing and ad hoc committees of Leadership Team including names and telephone numbers.

## **10. EXPECTATIONS OF REGIONAL DELEGATES**

- 10.1 The Regional Delegates shall be elected by the Pastoral Charge at its Annual Meeting, for a term of two years beginning with the rise of the Annual Meeting. They shall be eligible for reappointment.
- 10.2 The Regional Delegates shall be members in good standing of the Pastoral Charge and active in its life, work, and mission.
- 10.3 The Regional Delegates shall, upon taking office, choose one of them to be a representative on the Leadership Team.
- 10.4 They shall be expected to attend all meetings of Western Ontario Waterways Regional Council (WOWRC).
- 10.5 They shall take part in discussion, planning and policy decisions of WOWRC and Hamilton Conference according to their interests and gifts.
- 10.6 They shall report regularly to Leadership Team on the activities of WOWRC and to the Pastoral Charge on items of particular interest or need.

## APPENDIX "A"

### COMMITTEES OF MOUNT FOREST/WOODLAND PASTORAL CHARGE

#### **GENERAL**

##### **Membership**

Committee members shall be members in good standing or adherents of Mount Forest United Church or Woodland United Church.

Committee members shall exhibit a strong commitment to Christ, the Church and the Pastoral Charge in its life, work, and mission;

Committee members are appointed by Church Leadership Team.

##### **Term of Committee Members**

Committee members are appointed to a three-year term. They shall be eligible to be appointed for one further three-year term. They may be appointed to another committee at the end of their term.

##### **General Responsibilities**

Each Committee shall elect a chair and a secretary. The Secretary shall keep minutes of all meetings and forward a copy of those minutes to the Secretary of the Leadership Team.

The committee members shall carry out the committee's assigned tasks.

All Committees, groups and organizations within the Pastoral Charge are expected to report to the Annual meeting of the Pastoral Charge. These reports are to be written, and if possible typewritten, and be in the hands of the Church - Secretary well in advance of the date set for the Annual Meeting for inclusion in the printed report.

Annual Reports should include:

- i) Name of the Committee, group, or organization;
- ii) Names of all committee members, officers, etc.;
- iii) A financial report for the year;

- iv) A financial plan for the upcoming year;
- v) A summary of the activities of the past year;
- vi) Concerns of the committee on how it relates to the Pastoral Charge as a whole;
- vii) All committee, group or organization reports should be signed by the presenter.

## **WORSHIP COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To fulfill the spiritual needs of the Pastoral Charge through the worship experience by providing adequate resources and appropriate training.

#### **Membership**

The members of the Worship Committee shall have as its members:

- A representative of the Senior Choir
- Four representatives from the Pastoral at large with a minimum of one from Woodland

#### **Responsibilities**

It shall be the responsibility of the Worship Committee to:

- i) have oversight of Worship in the Pastoral Charge;
- ii) periodically review congregational worship for both Congregations;
- iii) oversee the administration of the Sacraments:
  - a) Baptism - have oversight of the Baptismal Policy
  - b) Holy Communion –
    - set dates for communion in cooperation with the Minister;
    - Arrange and train servers;
    - designate assistants to the Minister where required;
    - purchase and arrange for preparation of the elements;
    - arrange for cleanup following the service;
    - determine the mode of celebration;
- iv) recruit and provide guidance to lay readers and participants;
- v) arrange for pulpit supply in consultation with the Minister and arrange for organ supply as needed;

- vi) Arrange for special services in consultation with the Minister and Organist;
- vii) arrange for decorating the sanctuary;
- viii) provide oversight to the Church's music program with input from the organist;
- ix) submit a yearly budget to the Finance Committee;
- x) report to the regular meetings of Leadership Team through the Liaison;
- xi) report to the Pastoral Charge at its Annual meeting.

## **MISSION AND SERVICE COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To exemplify and act upon the teachings of Christ through the Holy Spirit and to explore the needs of people in our community. To encourage and develop a concern for social justice. To promote interest in and support the Mission and Service fund, its' work at home and abroad, by implementing programs for this and by providing adequate resources and appropriate training.

#### **Membership**

The Mission and Service Committee shall have as its members:

- A minimum of three representatives from Mount Forest
- A minimum of one representative from Woodland

#### **Responsibilities**

It shall be the responsibility of the Mission and Service Committee to:

- i) promote awareness and understanding of the work of the United Church of Canada's Mission and Service Fund;
- ii) keep before the Pastoral Charge the Annual Mission theme of the United Church of Canada;
- iii) recommend for inclusion in the annual financial plan the Mission and Service Fund component of that plan;
- iv) plan for mission and outreach projects in and for our community;
- v) submit a yearly budget to the Finance Committee;
- vi) report to the regular meetings of Leadership Team through the Liaison;
- vii) report to the Pastoral Charge at its Annual Meeting.

# **CHRISTIAN EDUCATION COMMITTEE**

## **Terms of Reference**

### **Purpose:**

To provide a meaningful Christian learning environment to meet the needs for all ages of the Pastoral Charge by providing adequate resources and appropriate training.

### **Membership:**

The Christian Education Committee shall have as its members:

- the Sunday School superintendent
- at least 2 members at large from Mount Forest
- at least 1 member from Woodland
- the Resource Centre Coordinator

### **Responsibilities:**

It shall be the responsibility of the Christian Education Committee to:

- i) assess the needs of the Pastoral Charge for Christian development for all age levels and provide same as required;
- ii) have oversight of Youth activities;
- iii) appoint a superintendent for the Sunday school and assist in recruiting teachers;
- iv) provide for adequate training and support for the Sunday school teachers and other leaders in educational activities;
- v) provide necessary equipment and materials for the operation of the Sunday school, youth groups and adult study groups;
- vi) oversee events such as Messy church and Vacation Bible School;
- vii) provide for nursery care for infants and younger children, including facilities and materials;



- viii) ensure that we have a person in charge of the church library and provide support as needed;
- ix) develop, maintain, update as necessary a Duty of Care policy;
- x) report to regular Leadership Team meetings through the Liaison;
- xi) submit a yearly budget to the Finance Committee;
- xii) report to the Pastoral Charge at its annual meeting.

## **FINANCE AND STEWARDSHIP COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To provide oversight of all General and Special Funds of the Church (excluding those of the Board of Trustees and the U.C.W.) and to promote a stewardship awareness program within which to conduct the annual financial campaign.

#### **Membership**

The Finance and Stewardship Committee shall have as its members:

- Three representatives from Mount Forest
- One representative from Woodland
- The Church Treasurer shall be an ex-officio member

#### **Responsibilities**

It shall be the responsibility of the Finance Committee to:

- i) encourage financial commitment by the Pastoral Charge to cover expenses and support Church programs;
- ii) prepare and present to Leadership Team a budget proposal based upon budgets submitted by Committees of Leadership Team;
- iii) forecast receipts for the fiscal year and formulate plans to ensure that adequate funds are always available to provide cash flow and authorize payment of bills;
- iv) ensure that financial records are kept in accordance with proper accounting procedures and make such records available for audit purposes;
- v) arrange and manage procedures for counting and banking of weekly offerings and maintenance of complete records of all contributions of supporters;

- vi) keep the Pastoral Charge informed monthly of the current financial position;
- vii) appoint signing officers for the Church bank accounts;
- viii) oversee the preparation of payroll for staff according to the remuneration approved and to ensure compliance with Provincial and Federal legislation;
- ix) forward monies received for Mission and Service to the United Church of Canada;
- x) distribute offering envelopes to members of the Pastoral Charge;
- xi) in consultation with the Trustees, secure adequate insurance for the church properties, building and contents including liability insurance and to review annually;
- xii) raise awareness and understanding of stewardship throughout the Pastoral Charge;
- xiii) carry out its function in conformity with the Manual of the United Church of Canada;
- xiv) prepare and submit annually to the Pastoral Charge a Financial Report for the past year and prepare and submit a financial plan for the next fiscal year;
- xv) report to the Leadership Team through the Liaison;
- xvi) report to the Pastoral Charge at its Annual Meeting.

## **PROPERTY COMMITTEE**

### **Terms of Reference**

#### **Purpose**

The property Committee exists to supervise and execute proper care and maintenance of all United Church buildings, equipment, and surrounding property within and approved budget.

#### **Membership**

The Property Committee shall have as its members:

- A representative of the U.C.W.
- A representative of the Board of Trustees
- Minimum of two representatives from the Pastoral Charge at large; one from Mount Forest and one from Woodland congregations

#### **Responsibilities**

- i) Outline and prioritize physical maintenance and improvement projects that need to be undertaken, whilst exhibiting a strong commitment to Christ, the Church, and the Pastoral Charge in its life, work, and mission;
- ii) submit a yearly budget to the Finance Committee;
- iii) Arrange for building and grounds maintenance and facilitate improvements as funds permit:
  - a) Building, garden, parking lot maintenance
  - b) refurbish the interior and exterior of the building
  - c) maintain and operate the elevator
  - d) monitor safety concerns
  - e) refurbish or replace interior furniture
  - f) plant and weed gardens
  - g) paint, repair, replace worn building elements
  - h) in consultation with the organists, maintain the organ to its full capabilities and advise Leadership Team of need for major repairs
  - i) Place new stones in memory garden and record history in memory book as requested
  - j) Maintain digital sign as required

## MEMBERSHIP AND FELLOWSHIP COMMITTEE

### Terms of Reference

#### Purpose

To oversee the Membership of the Church and to promote Christian Fellowship throughout the Pastoral Charge by providing adequate resources and appropriate training.

#### Membership

The Membership and Fellowship Committee shall have as its members:

- Four representatives from Mount Forest
- One representative from Woodland

#### Responsibilities

It shall be the responsibility of the Membership and Fellowship Committee to:

- i) maintain rolls for the Pastoral Charge:
  - a) **The Historic Roll**, being a comprehensive record of the names of all persons who have been confirmed/professed members of the Pastoral Charge throughout its history and an indication as to how the person was removed (by transfer, death or by action of the Church Leadership Team)
  - b) **The Membership Roll**, being a listing of those persons previously baptized or have given a public profession of faith. The Membership Roll will only contain the names of those persons from the historic roll that have not been removed. In addition, two separate Membership Rolls must be maintained - one for resident and one for non-resident members. The Leadership Team shall cause these rolls to be revised at least annually as per the United Church of Canada Manual;
  - c) **Household Mailing List** - being a listing of member households and adherent households and used for mailing purposes.
- ii) submit a yearly budget to the Finance Committee;

- iii) work closely with Church Secretary to maintain membership data bass;
- iv) arrange to contact those members with declining attendance; demonstrate care and concern;
- v) receive and review all requests for baptism and to bring forward to Leadership Team all requests for baptism with the committee's recommendation;
- vi) oversee Church records (is. membership roll, records of baptism, marriages, and deaths;
- vii) plan and carry out fellowship activities for the Pastoral Charge;
- viii) arrange and schedule Sunday morning ushers and greeters;
- ix) report to regular meetings of Leadership Team;
- x) report to the Pastoral Charge at its Annual Meeting.

## **PASTORAL CARE** **Terms of Reference**

### **Purpose**

To provide pastoral care to the Pastoral Charge.

### **Membership**

The Pastoral Care Team shall have as its members a minimum of twelve representatives from the Pastoral Charge at large.

### **Responsibilities**

It shall be the responsibility of the Pastoral Care Team to:

- i) visit people on the Pastoral Care Team Visitor List on a regular basis, especially those who are ill, bereaved, or shut-in;
- ii) arrange for transportation to Church for those needing it;
- xi) those who are trained to give communion, to take the blessed elements for those on the Pastoral Care Visitor List who welcome communion at home;
- xii) encourage Pastoral Charge to keep Pastoral Care Committee informed of members who may need pastoral care;
- xiii) adhere to the MFUC Duty of Care Policy;
- xiv) participate in on-going Pastoral Care training;
- xv) submit annually a financial plan to the Finance committee.

## **MINISTRY AND PERSONNEL COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To provide human resource management, direction, and counseling to the staff of the Mount Forest United Church.

#### **Membership**

The Ministry and Personnel committee shall have as its members:

- One Choir Representative;
- One representative from Board of Trustees;
- One representative from Finance and Stewardship committee;
- One representative from U.C.W.
- One representative from Regional Delegates
- One representative from Woodland Church

#### **Responsibilities**

It shall be the responsibility of the Ministry and Personnel Committee to:

- i) carry out those responsibilities as outlined in the Manual of the United Church of Canada and the United Church of Canada Ministry and Personnel Handbook Duties;
- ii) determine the staff structure required to carry out the day-to-day work of the Church;
- iii) recruitment and selection of personnel other than the Minister;
- iv) set out the responsibilities and authority of the various Church personnel through comprehensive job descriptions and to review the job descriptions annually,
- v) oversee the relationship between and among Church staff members and the Pastoral Charge;
- vi) to negotiate fair salaries, benefits and working conditions for paid staff and if necessary, consult with the United Church of Canada and other churches regarding policies, practices and pay levels;



- vii) to provide encouragement for continuing education through financial and time management resources;
- viii) review annually the effectiveness and performance of staff as related to the programs defined by Leadership Team;
- ix) submit a yearly budget to the Finance Committee;
- x) maintain a close liaison with the pastoral relations committee of Regional Council;
- xi) report at regular meetings of Leadership Team;
- xiii) report to the Pastoral Charge at its Annual Meeting;

## **MEDIA/COMMUNICATIONS**

### **Terms of Reference**

Media

#### **Purpose:**

The media committee exists as an outreach for the general public, in promoting our community of faith, through various media outlets, records and distributes audio and video recordings of our church services, provides archival video and audio for our resource Centre. The committee also coordinates communication activities within the Pastoral Charge as well as the broader community. They also maintain right relations with the broadcasters (audio and video formats, duration, and broadcast standards).

#### **Membership:**

- three individuals from the Pastoral Charge
- one member from Broadcast Ministry

#### **Broadcast Ministry Responsibilities:**

- i) Prepare A/V gear prior to service;
- ii) Record the audio and visual of the Sunday service and any special events as needed;
- iii) Edit and prepare the A/V formats required by the broadcasters, Sound Cloud (our website) and for the church archives. The guidelines for this work are listed in the shooting and editing stylesheet;
- iv) Upload the A/V recordings to the broadcasters as per their requirements. They are, currently, Eastlink Communications, Wightman Telecom and CIWN 88.7;
- v) Engage in dialogue between worship committee, music director and the media team to ensure smooth recording of services;
- vi) submit a yearly budget to the Finance Committee.

## **Communications Team Responsibilities:**

- i) Facilitate effective communications activities within the Pastoral Charge, exploring uses of the bulletin, electronic communications (website, e-mail, and social media), bulletin boards and outdoor sign;
- ii) Facilitate effective communications activities between the Pastoral Charge and the wider community, including use of the website; communication with media outlets; and creation and distribution of posters for events;
- iii) Maintain ongoing communications with bodies and individuals within the church, e.g., chairs and members of committees, office administrator, minister, and fellow members of the ad hoc media committee in the enactment of its work;
- iv) Research, develop and promote adherence to policies and guidelines re: copyright and privacy issues as they pertain to the Pastoral Charge's communications activities;
- v) Engage in regular evaluation of communications activities;
- vi) Report to the regular meetings of Leadership Team;
- vii) Provide a report of its activities for the annual report

## **USE OF BUILDING COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To oversee the use of the Mount Forest United Church building by user groups.

#### **Membership**

The Use of Building Committee shall have as its members:

- Chair of Property
- Chair of Finance and Stewardship
- U.C.W. Representative
- Church Office Manager, ex-officio

#### **Responsibilities**

It shall be the responsibility of the Use of Building Committee to:

- i) Set user responsibilities and guidelines;
- ii) Present to Leadership Team applicant requests for long term use of building (e.g., monthly, or weekly).

## **BOARD OF TRUSTEES** **Terms of Reference**

### **Membership**

Each Congregation within the Pastoral Charge shall have its own Board of Trustees and membership shall be in accordance with the United Church of Canada Trustees' Manual. Trustees are elected at the Annual Meeting of the Pastoral Charge. The members shall be members in good standing of the Mount Forest United Church or Woodland United Church respectively. The term of office shall be five years or his or her resignation, whichever first occurs.

### **Responsibilities**

It shall be the responsibility of the Board of Trustees to:

- i) exhibit a strong commitment to Christ, the Church and the Pastoral Charge in its life, work, and mission;
- ii) elect its own Chairperson, Secretary and Treasurer;
- iii) act in accordance with the Manual of the United Church of Canada and the Pastoral Charge Board of Trustees Handbook;
- iv) notify the Pastoral Charge of special meetings both in the Church bulletin and/or by verbal announcement;
- v) meet with property committee as required;
- vi) appoint a representative to the Property Committee;
- vii) report at regular meetings of Leadership Team;
- viii) report to the Pastoral Charge at its Annual Meetings;

## **NOMINATING COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To seek out members of the Pastoral Charge to participate in the governance of the Church either at Leadership Team or Committee levels

#### **Membership**

The Nominating Committee shall have as its members:

- Chair of Leadership Team
- a representative of the U.C.W.;
- the Chair of the Membership and Fellowship committee;
- two members of the Pastoral Charge at large to be elected at the Annual Pastoral Charge Meeting.

#### **Responsibilities**

It shall be the responsibility of the Nominating Committee:

- i) begin its work by September of each year;
- ii) determine and review the positions which will become vacant at the next Annual Meeting;
- iii) keep on hand a supply of the Constitution and expectations for the various positions and terms of reference for Committees of Leadership Team and be familiar with its contents;
- iv) approach people to secure their willingness to stand for election including Regional Representatives and Board of Trustees;
- v) adequately inform interested members of the expectations of Leadership Team Members and committee members;
- vi) report to Leadership Team as necessary;
- vii) report to the Pastoral Charge at its Annual Meeting.