

**Constitution of  
GLADWIN HEIGHTS UNITED CHURCH  
PASTORAL CHARGE**

February 1993

Amended on February 09, 1997

Amended on February 8, 2004.

**PURPOSE:**

1. to keep our church responsive;
2. to furnish a structure which provides a place for each church member or adherent who wishes to invest time and talent in the work of the church;
3. to show where each committee fits into the overall structure so that there is co-ordination of effort, singleness of purpose and a known line of responsibility;
4. to fulfill the purpose of the Manual of the United Church of Canada.

This constitution has been created with the intent of including all of the responsibilities and functions in the Manual of the United Church of Canada. Where responsibilities have not been clearly outlined, the Manual of the United Church of Canada will apply. This constitution is formed in accordance with section 252 in the Manual.

The constitution envisions a Council, an Executive and several committees. The Executive reports to the Council, which is responsible to the Congregation of the pastoral charge of Gladwin Heights United Church. The Council has representation to Presbytery and through this representation reports on behalf of the Congregation to Presbytery. The actions of Presbytery, as they affect the local charge, are reported back to the Congregation by the Presbytery representative(s).

The constitution was presented to, and approved by, the congregation at its 1993 Annual Meeting. The Constitution shall be reviewed at least once every five years beginning in 1993. The Constitution and any subsequent changes will be sent to the Fraser Presbytery for its approval.

**I. The Council**

**A. Membership**

The Council shall consist of:

1. the minister(s);
2. Presbytery representative(s);
3. one representative of each organization and committee of the congregation;  
i.e. Christian Development, U.C.W., Men's Club, Ministry & Personnel, Youth, Pastoral

Care, Maintenance, Outreach, Fellowship, Membership, Stewardship, Worship, etc.

4. Members at large (not more than 3);
5. Executive – chair, vice chair, secretary, treasurer, minister(s).
6. Past chair of council or board.

## **B. Elections**

1. Members of the Council will be elected at the time of the Annual Meeting of the congregation. Notice of this meeting shall be given at the time of public worship on each of the two Sundays preceding the meeting.
2. A Nominating Committee will be struck at the November meeting of the Council.

## **C. Officers**

1. The Officers of the Council shall be those of the Executive.

## **D. Meetings**

Meetings shall be held monthly except July. Special Meetings may be called on the authority of Presbytery or the Council. They may also be called by the Chairperson or Minister(s), or upon the written request of five members of the Council, or of ten persons in full membership of Gladwin Heights United Church. Such meetings shall be held within ten days of the written request and only the business named in the notice shall be transacted.

Meetings of the Council are open to all members and adherents of the congregation.

## **E. Quorum**

A quorum shall be 50% +1 of the membership of the Council.

## **F. Responsibilities**

It shall be the responsibility of the Council to:

1. ensure that the Executive and its committees are carrying out the duties and responsibilities assigned to them in accordance with the Manual of the United Church of Canada (sections 220-234, 240-244, 250-252);
2. receive the minutes of the meetings of the Executive;
3. receive written reports of committee meetings;
4. coordinate the activities of the various committees;
5. initiate new directions for the congregation.

## **II. Executive**

### **A. Membership**

The Executive shall consist of:

1. Chairperson;
2. Vice Chairperson;
3. Treasurer;
4. Secretary;
5. Minister(s);
6. to deal with specific issues and/or emergency situations, the executive may add up to 3 persons who represent relevant committees or areas of activity in the congregation.

### **B. Officers**

The Officers of the Executive shall be those of the Council.

1. The Chairperson shall preside at the meeting of the Council and those of the Executive. In the case of a tie the Chairperson shall cast the deciding vote. The Chairperson shall only vote when necessary to cast a deciding vote.
2. In the absence of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the Minister shall preside.
3. The Secretary and Treasurer shall fulfill their duties as outlined in the Manual (section 251).
4. The Chairperson and Vice-Chairperson may function as Co-Chairpersons.

### **C. Meetings**

The Executive will meet as required, and in any month in which Council does not meet. The Executive may also be convened by the Chairperson, or minister(s), or when requested by one-third of the members of the Council by notice in the church calendar or from the pulpit during public worship, or in the event of emergency by personal or written notice.

### **D. Quorum**

The quorum shall be set at one-third of the membership of the Executive.

## **E. Responsibilities**

It shall be the responsibility of the Executive to:

1. set the agenda for Council meetings;
2. ensure that members elected to the Council are made aware of the duties and responsibilities of the office;
3. deal with matters specifically referred to it by the Council, Committees or Groups within the congregation;
4. act as a point of accountability for committees, strategy groups, and organizations operating within the Gladwin Heights UC umbrella.

## **F. Resignation**

A member of the Executive may resign from the Executive or Council for personal reason, or at the request of the congregation, the Executive or the Council for neglect of the responsibilities of office, or on the order of Presbytery when the interests of the congregation are deemed to require said resignation. (section 228)

## **III. Committees of the Council**

The Council shall establish committees, the Chairpersons or their representatives of which will present written reports on the work of their committee at the regular meetings of the Council.

### **A. Committees**

The committees shall be:

1. Christian Development;
2. Worship;
3. Finance and Stewardship;
4. Membership;
5. Ministry and Personnel;
6. Pastoral Care;
7. Maintenance;
8. Outreach;
9. Fellowship;
10. Communications;
11. Other committees as required.

## **B. Membership**

Members and adherents of the congregation may attach themselves to any committee.

## **C. Responsibilities**

It shall be the responsibility of each committee to submit an annual action plan to the Executive by December 01 each year that outlines actions planned by the committee and budgetary requests. Each committee is required to submit a report to the Council at each Council meeting. Each committee shall provide Council with a committee job description detailing member responsibilities. This shall be reviewed every three years and submitted to Council.

## **IV. Board of Trustees**

There shall be a Board of Trustees appointed by the congregation which shall consist of no fewer than three or no more than seven members, all of whom shall be active members of Gladwin Heights United Church. Trustees shall act in accordance with sections 260-265 of the Manual of the United Church of Canada. Trustees shall be appointed for a term of five years which may be renewed.

## **V. Congregational Meetings**

The members of the Congregation shall meet annually, and more frequently if they deem it advisable. The annual meeting shall be held as early as possible after the last day of December.

All meetings of the Congregation shall be called by the settled member of the Order of Ministry, or by the Chairperson of the annual meeting either on personal motion; or upon request in writing of the Church Council, or ten (10) persons in full membership of the Congregation within fifteen (15) days of the date of the request, or on mandate of a higher Court.

Notice shall be given of every meeting of the Congregation and shall specify the object of the meeting.

The members of a Congregation who are entitled to vote at all meetings are persons in full membership whose names are on the roll of the congregation. Adherents who contribute regularly to the support of the Congregation may vote on Temporal matters.

The annual meeting shall receive the annual report, hold elections, approve the annual budget and transact any business regularly brought before it. It is recommended that the

annual report be printed and circulated among the members prior to the meeting.

This section on congregational meetings has been writing in accordance to The Manual UCC 2001, section 110-116, and 332 (h), which should be consulted for further information or clarification.