

# **NORTH KILDONAN UNITED CHURCH**

## **CONSTITUTION**

*Revised/Approved February 9, 2020  
In accordance with The Manual, 2019  
United Church of Canada  
Last Revised/Approved: February 10, 2013  
In accordance with The Manual  
1998 United Church of Canada*

Originally Accepted May 30, 1999

## **Our Mission...**

**to be an accepting Christian community  
dedicated to living, sharing, and teaching  
the word of God.**

**Behavioral Covenant**  
**North Kildonan United Church**  
2001

**A COVENANT OF LEADERSHIP**

**Our Promises to God:**

We promise to pray, alone and together, to thank God and to ask for God's help in our lives and in our work for our Church, and we promise to listen to God's answers to us.

**Our Promises to Our Church Family:**

We promise to demonstrate our leadership and commitment to our Church by our example.

We promise to support our Church pastors and staff so that their efforts can be most productive.

We promise to try to discover what is best for our Church as a whole, not what may be best for us or for some small group in the Church.

**Our Promises to Each Other on the Board:**

We promise to respect and care for each other.

We promise to treat our time on the Board as an opportunity to make an important gift to our Church.

We promise to listen with an open, nonjudgmental mind to the words and ideas of others in our Church and on the Board.

We promise to discuss, debate, and disagree openly in Board meetings, expressing ourselves as clearly and honestly as possible, caring about each other.

We promise to support the final decision of the Board, whether it reflects our view or not.

All references in this Constitution to The Manual, 2019, are included as Appendix 1 (Section B), Appendix 2 (Section I), and Appendix 3 (Section J).

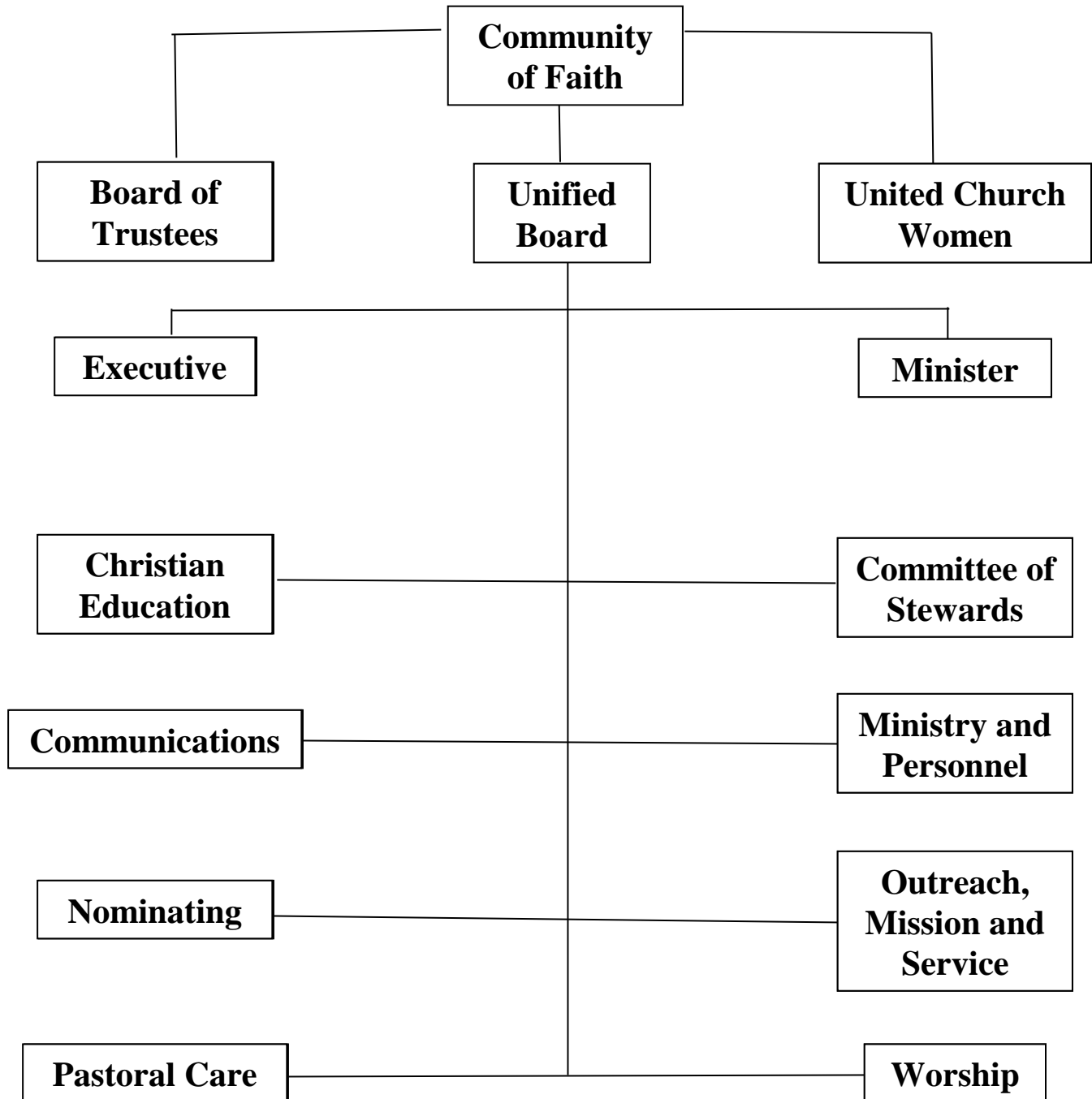
If there are any conflicts between this Constitution and the latest version of the United Church Manual (The Manual), The Manual will take precedence.

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## NKUC ORGANIZATIONAL CHART

### North Kildonan United Church



## **SECTION I: COMMUNITY OF FAITH**

- 1.1 The name of this community of faith (formerly referred to as a congregation) shall be North Kildonan United Church, hereafter referred to as NKUC.
- 1.2 NKUC shall be a community of faith of the United Church of Canada, and shall abide by the Basis of Union, the Constitution, and the government of the United Church of Canada, and shall follow the guidelines as laid down in the Manual of the said Church.
- 1.3 Conflict of Interest Guidelines for this Community of Faith shall be as defined in the United Church of Canada Conflict of Interest Policy, provided in Appendix 4 of this Constitution.
- 1.4 The organizational structure of NKUC shall be:
  - a) The Lord Jesus Christ as head of the Community of Faith;
  - b) The Community of Faith;
  - c) The Board through the Executive and Ministry Committees;
  - d) The Trustees;
  - e) The UCW.
- 1.5 Parliamentary authority shall be Robert's Rules of Order (Revised), which shall govern meetings of the Community of Faith and its organized bodies in all cases where they are not in conflict with the authority of the United Church and this Constitution.
- 1.6 Voting privileges at any Community of Faith meeting as follows:
  - a) All full members whose names are on the membership roll have the right to vote at all meetings of the Community of Faith;
  - b) Adherents may vote and take part in the discussion at meetings of the Community of Faith on an ongoing basis unless and until the Community of Faith may decide otherwise at some future date.

An adherent of a Community of Faith is a person who contributes regularly to the life and work of the Community of Faith but is not a full member.

The ways of becoming a full member of NKUC are by either a public profession of faith or by a transfer. The door is always open for new people to come into the Full Membership of our Church.
- 1.7 The NKUC Community of Faith shall meet annually in February to elect members to the Board, Chairpersons of Ministry Committees, Vice-Chairpersons of Ministry Committees, Committee members, Regional Council, and Trustees. Beside the slate of nominees offered by the Nominating Committee, there shall be a call for nominations from the floor of the meeting for all elected positions. The criteria for each position shall be described at the time nominations are called. Voting shall be by secret ballot if requested by one or more eligible voters.
- 1.8 There shall be an annual printed report prepared by all groups, Committees, and officers of the Community of Faith. Such annual reports shall be distributed to the members of the Community of Faith and shall be posted on the NKUC website before the Annual Meeting to

allow enough time for study and reflection. Time shall be allowed at the Annual Meeting for discussion of the annual reports prior to their adoption by the Community of Faith.

- 1.9 The fiscal year of NKUC shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 1.10 The Community of Faith meeting shall attend to such other business as may be properly brought before it at the Annual Meeting.
- 1.11 Additional Community of Faith meetings may be called as per Section B.5.3 of the Manual, 2019.
- 1.12 Amendments to this Constitution may be made at any regular or special meeting of the Community of Faith by a two-thirds majority vote of those present, qualified, and voting, provided that any proposed amendment shall have been presented in writing and distributed to all members at least four weeks before action is taken by the Community of Faith. Amendments must be in keeping with The Manual, 2019 and be acceptable to the Region.
- 1.13 When the Community of Faith desires a change in the pastoral relationship, it will do so using the appropriate steps laid out in The Manual Sections I.1.4 to I.1.77; for complete details see the most recent version of the Pastoral Relations Handbook
- 1.14 In the resolutions of conflict in our Community of Faith, refer to The Manual, 2019, Section J.
- 1.15 In the event that the Community of Faith encounters a problem that it cannot resolve locally, it should seek help and advice from the Region.

## **SECTION II: THE UNIFIED BOARD**

- 2.1 In this Constitution of NKUC, the Unified Board of NKUC hereinafter, shall be referred to as the “Board”. All other references to NKUC bodies, organizations or papers shall appear in shortened form such as “Committees” and “Constitution”.
- 2.2 All duties prescribed by The Manual, 2019 Section B.7.4 including Christian Education, Worship, Pastoral Care, Outreach, Financial Matters, and the Official Board are responsibilities of the Board of NKUC. The Board shall be responsible to the Community of Faith and to the Region for providing leadership and management in all aspects of the activities of the Community of Faith of NKUC.

2.3 The Board shall have a list of duties and responsibilities for the work of the Board, the Committees, Sub-Committees where appropriate and Offices based on the guidelines in the The Manual, 2019.

- a. The list of duties and responsibilities shall be reviewed annually by the Executive Committee of the Board
- b. The list of duties and responsibilities shall be distributed to all members - elect of the Board and its Committees by the Nominating Committee. At the first Board meeting following the Annual Community of Faith Meeting, the list of Board duties and responsibilities shall be read.
- c. The list shall be available upon request to all who contemplate service on the Board or Committees, and to any member of the Community of Faith.
- d. To appoint the signing officers at the first board meeting after the Annual Community of Faith Meeting, and notify the financial institution as to signing officers for banking matters. Signing officers shall normally be the Board Chair, Treasurer, Chair or Vice Chair of Stewards.

Note: Signatures of any two signing officers are required on any cheque issued by NKUC

2.4 All members of the Board:

- a. Should have served on a Church Committee or organization for one or more years where possible;
- b. Must be elected by the Community of Faith unless appointed to fill a vacancy as stated in 2.12.13.
- c. And should be in accordance with The Manual, Section B.7.3.1.

2.5 The chairman of the board shall be a full member of NKUC, unless special permission is obtained from the Region.

2.6 Voting privileges at any Board meeting are subject to the conditions as listed in paragraph 1.5 and full Members can vote on all matters. The Board Chair votes only if there is a tie. Similarly, committee chairs vote only if there is a tie.

2.7 As the governing body of the community of faith, the Board shall conduct its affairs according to the general faith and order of the United Church of Canada. The Board shall strive to build a sense of community and of family within the Community of Faith so that long-standing members and newer members or adherents might come to sense their unity in the body of Christ. The meetings of the Board and its Committees will be marked by fellowship, study, prayer, clear thinking and competent management. The diligence and competence of the groups at work in the Church determines, in large measure, the adequacy and effectiveness of the Church's witness. The Church is dependent upon the mind and Spirit of our Lord, but the body must be co-ordinated, healthy and strong for God's service. This Church was built on Faith, Love, Courage and Co-operation, so let it continue.

## 2.8 Board Members

- a. The number of Board members shall not be less than twelve and not more than twenty; a number sufficient to manage effectively the affairs of the Community of Faith. If the number of Board members falls below twelve, the Community of Faith shall be informed and a Community of Faith meeting called.

### **b. THE BOARD POSITIONS**

The Executive: (6)

Chairperson	Past Board Chair/Nominating
Vice-Chairperson	Committee Chair
Secretary	Treasurer
Minister or Pastoral Charge Supervisor	

Ministry Committee representatives as full members of the Board: (7)

Christian Education	Committee of Stewards
Ministry and Personnel	Pastoral Care
Outreach, Mission and Service	Communication
Worship	

Full Members Representing Other Parts of the Church: (7 maximum)

United Church Women  
Youth

Members-at-large (up to 4)

Note: Members at-large may be assigned additional responsibility as needed.

The number of persons serving these positions will vary from time to time when members hold more than one office.

Others may be invited to participate as (non-voting) corresponding members at the invitation of the Chair as needed.

The Past Chair is normally also the Nominating Committee Chair.

The Board needs a quorum of a majority of its elected members, plus the Minister or Pastoral Charge Supervisor must be present.

## 2.9 The term of office for members of the Board:

- a. shall be two years for Chairperson, with an option of a one-year extension,
- b. shall be a minimum of one year for the Vice-Chairperson,
- c. shall be equal to the term of the chair for the Past Chairperson of the Board, and
- d. shall be a maximum of three consecutive - two year terms for the Secretary, Treasurer, and Board Members at Large. A term may be extended annually based on a recommendation from the Nominating Committee to the Board and subject to

approval by members of the Community of Faith at the Annual Meeting, and

- e. Appointment(s) made between the Annual Meeting and July 31<sup>st</sup> count as one year. Appointments made after August 1<sup>st</sup> count as orientation to the first full year coming up.

After an absence of one year, the member may again be elected to the Board or the same Committee. Persons retiring from the Board or a Committee may be immediately elected to a different Committee, with no period of absence required.

- 2.10 Elected members of the Board shall covenant with God and the Community of Faith to manage faithfully the spiritual and financial affairs of the Community of Faith.
- 2.11 The Community of Faith shall elect from among its members, a Chairperson who will be responsible for conducting the Board meetings. The term of office for the Chairperson shall not be more than three consecutive years. The Board Chairperson shall be an ex-officio member of all Committees.

## 2.12 THE BOARD

### **Purpose**

As the governing body of the Church, the Board shall provide leadership to the Community of Faith and assist in the carrying out of the Mission of NKUC. It shall govern the life and work of the Community of Faith, delegating specific aspects of its work to the Ministry Committees.

### **Duties and Responsibilities**

- 1. To provide general oversight of the life of the Community of Faith and to promote retention of members and church growth;
- 2. To provide leadership and initiation of programs in all areas of Church life;
- 3. To manage the affairs and assets of the Community of Faith between annual meetings;
- 4. To review and adopt policy recommendations from the Executive and Ministry Committees;
- 5. To define requirements for membership in the Community of Faith;
- 6. To approve the budget prepared by the Committee of Stewards and recommend its adoption to the Community of Faith;
- 7. To oversee the work of the Ministry Committees, receive Committee reports, and set the agenda for the Annual Meeting.
- 8. To report to the Community of Faith at the Annual Meetings;
- 9. To call special Community of Faith meetings as required.
- 10. To remove, at its discretion and with just cause, members of any office or Committee, and report such action at the next Community of Faith meeting;
- 11. To fill vacancies or appoint members of the Board and Committees on an interim basis or until the term of the elected position expires; with ratification of said appointment(s) taking place at the next Annual Meeting of the Community of Faith;

12. To give final approval for persons to be hired or contracted in a non-ministerial capacity, as recommended by the Ministry and Personnel Committee;
13. To arrange for the removal of persons from the historic role;
14. To grant Certificates of Transfer;
15. To recommend candidates for ordained and commissioned ministry;
16. To be responsible for the completion of annual forms, and the submission of these forms to the General Council by the required date;
17. To elect representatives in full Church membership to the Regional Council;
18. To secure contributions for the support of the total work of the United Church, including both the budget of the North Kildonan Community of Faith, and the Mission and Service Fund;
19. To communicate with the Region, concerns regarding the pastoral relationship;
20. To give lawful orders and directions to the Trustees concerning matters of property;
21. To be responsible for all other matters as outlined in Section B.7.4 of The Manual, 2019;
22. To ensure that Health and Safety standards are consistent with Handbooks located in the church office;
23. To ensure the safety and security of people and property at NKUC;
24. To promote environmental awareness;
25. To establish ad hoc Committees to address specific issues as determined by the Board from time to time;
26. Hiring of a new minister shall be guided as described in The Manual, Section I.

### **Accountability**

To the Community of Faith.

- 2.13 The Board members shall not share information outside the context of the Board meetings that would compromise the privacy of individuals.
- 2.14 The Board shall meet monthly except during June and July. Additional Board meetings may be called as necessary to conduct the business of the Community of Faith. Board meetings may be called by the Chairperson, the Minister(s), by action of the Region, or at the request of five members of the Board.
- 2.15 A quorum for Board meetings shall be a majority of elected members, plus the Minister or Pastoral Charge Supervisor must be present.
- 2.16 The Board shall regularly consult with the Community of Faith to set the priorities and expectations of the life and work of the Church. As a central planning and coordinating body of the Community of Faith, the Board must be the bearer of tradition as well as the source of leadership and inspiration. It must also set the tone and standard of the Community of Faith's witness to Jesus Christ.
- 2.17 It shall be the responsibility of all persons serving on the Board, its organized bodies and Committees to preserve the democratic concept.
- 2.18 The work of the Board shall be open to all members of the Community of Faith. Minutes of the Board and of Committees shall be placed in an accessible place with the church office. Confidentiality shall be exercised where the privacy of individuals is involved.

- 2.19 The Board shall be responsible for having the financial statement of receipts and expenditures audited annually.

## **SECTION III: THE EXECUTIVE**

### **Purpose**

The Executive of the Board shall be responsible to act in the absence of the Board on specific matters as assigned by the Board. The Executive so appointed should not be granted the full powers of the Board.

### **Duties and Responsibilities**

1. To make decisions on urgent issues that require immediate action, and to report that action to the Board at its next regular meeting;
2. To handle routine matters between Board meetings;
3. To prepare for Board meetings by providing an agenda and background information;
4. To recommend policies for approval by the Board;
5. To advise Committees on Church policy or matters of concern in their area of Ministry;
6. To refer items to appropriate Ministry Committees, and receive interim reports from Committees;
7. To review, as necessary, the functioning of the Ministry Committees.
8. To approve employment contracts.

### **Membership**

1. Chairperson;
2. Past Chair;
3. Vice-Chairperson
4. Secretary;
5. Treasurer;
6. Minister / Pastoral Charge Supervisor.

### **Accountability**

To the Board.

### **Executive Meeting**

The Executive must have a quorum of a majority of its elected members, plus the Minister or Pastoral Charge Supervisor must be present.

In the event the quorum cannot be obtained for a particular meeting from the said positions, a

substitute may be chosen from the Board, with the consent of the Board Chair and the Minister / Pastoral Charge Supervisor. This individual will have full voting rights.

## **SECTION IV: THE MINISTER**

### **Purpose**

To provide leadership to the whole Community of Faith, especially through the conduct of worship, preaching, teaching, the administration of the sacraments and pastoral care.

### **Duties and Responsibilities**

1. To conduct services in the Church or other places of worship in connection with the Community of Faith;
2. To be in specific covenant relationship with the Region, the Community of Faith and other Church staff;
3. To serve as a full member of the Board;
4. To be an ex-officio member of all Committees of the Community of Faith except the Ministry and Personnel Committee;
5. To attend all meetings of the Board and, if unable to attend to these duties, to ensure that a member from the Region is in attendance;
6. To work within the Minister's position description approved by NKUC;
7. To share the Gospel in word and action, to encourage peace, well being, effectiveness growth and Spiritual Development of the Community of Faith;
8. In partnership with the Christian Education Committee, to encourage and adequately prepare people to make a public profession of faith.
9. To implement the pastoral care policies of the Community of Faith in the area of weddings, funerals, personal counseling, and community participation;
10. To participate in an annual performance review of the minister and in the Community of Faith self-assessment;
11. To encourage and prepare individuals to make a public profession of their faith;
12. To fulfill all other duties of ministry consistent with the guidelines of the United Church of Canada.

### **Accountability**

To the Region and to the Community of Faith through the Ministry and Personnel Committee and the Board.

## **SECTION V: MINISTRY COMMITTEES**

### **5.1 General Governance:**

- a) The Nominating Committee will put forth a list of names for consideration by the Community of Faith for Committee Chairperson, Vice-Chairperson, and Committee members for all Committees of NKUC.
- b) Term of office for all Committee Chairpersons, Vice-Chairpersons and/or Committee members shall be a two year term, for a maximum of three consecutive terms. A term may be extended annually based on a recommendation from the Nominating Committee to the Board and subject to the approval by members of the Community of Faith at the Annual Meeting. Note 1: time spent as a committee member does not preclude a person from assuming another position as chair. Note 2: members of the Community of Faith that volunteer on groups such as Pastoral Care Visitors, Hospitality Sub-Committee, Sunday School teachers, superintendents, and Youth Group leaders, etc., are exempt from the terms and conditions of this article.
- c) Minutes of each Committee must be recorded and accessible to the Community of Faith. Confidentiality shall be exercised where the privacy of individuals is involved.
- d) All Committees have the power to form sub-committees.
- e) The Chair or Vice-Chair of each Committee shall report to the Board and be a full member of the Board. In the absence of the Chair or Vice-Chair, a non-voting designate of the Committee shall report to the Board with the exception of the person representing UCW who may vote.
- f) The majority of members of any Committee should have at least one year's attendance at NKUC.
- g) Committees may meet as often as circumstances warrant, but not less than three times a year. Special Committee meetings may be called by the Committee Chairperson, at the request of half of the membership of the Committee, or by the Board. Committee members are responsible to notify the Chairperson if they are unable to attend a meeting.
- h) Each Committee shall elect from among its members, a Secretary and such other offices as may be required.
- i) Committee meetings, with the exception of the Ministry and Personnel Committee, shall be open to all members and to adherents of NKUC, who may be made corresponding members. Note: should sensitive matters be discussed, the Chair may ask visitors to excuse themselves.
- j) Groups or Committees working on projects that overlap in the areas of authority of other Committees shall do so with the full knowledge of the Board and co-operation of all concerned.
- k) Committees are responsible to submit an annual budget and monitor expenditures on a quarterly basis. In the event the budget is exceeded, board approval is required for additional expenses. In the event of an emergency, the board chair will call an Executive Committee Meeting for approval of expenses.

- l) Committees or individuals may apply to the Committee of Stewards for use of external, designated funds, i.e., the Legacy Fund, the Memorial Fund, the Reserve Account, or the Lay Development Fund. Use of these funds also requires approval by the Board.
- m) Additional bank accounts, with the exception of UCW accounts, shall not be established without formal approval of the Unified Board.
- n) All Committees are accountable to the Board.

## **5.2 Ministry Committees**

### **(a) Christian Education**

#### **Purpose:**

Shall oversee the Christian educational needs of the Community of Faith.

#### **Duties and Responsibilities:**

1. To establish standards for the Community of Faith's Christian Education programs and teachers.
2. To assess the learning needs of adults in the Community of Faith, and facilitate workshops or study groups to meet these needs.
3. In partnership with the minister, to encourage and adequately prepare people to make a public profession of faith.
4. To assess and select curriculum materials.
5. To recruit teachers and leaders.
6. To plan for teachers' meetings, workshops and other training opportunities.
7. To develop financial policy for support of Christian Education, and shall include the development of an annual budget.
8. To arrange for special events such as the annual installation of teachers and Celebration Sunday at the conclusion of the Sunday School term.
9. To work in co-operation with the Worship Committee, the Minister, and such other persons as required to provide special services such as Intergenerational Services, Confirmation classes, etc.
10. To maintain a liaison with program groups such as the Wednesday Morning Fellowship, etc.

**Membership:**

1. Chairperson;
2. Vice-Chair;
3. Sunday School superintendent;
4. Representative for adult Christian Education programs;
5. Youth representative;
6. A liaison person from the Worship Committee;
7. A representative of the United Church Women;
8. Sufficient additional members as necessary to conduct the affairs of the Committee.

**Meetings: As per SECTION V 5.1.g**

**(b) Committee of Stewards**

**Purpose:**

To administer, guide, motivate and educate the Community of Faith as to the stewardship, financial affairs and property management needs of the Church.

**Duties and Responsibilities:**

1. To prepare and administer an Annual Budget in consultation with Committees;
2. To inform the Community of Faith what funds are needed, as well as report on the financial status of the Church;
3. To secure contributions to support the Church;
4. To recruit, train, and schedule money counters;
5. The Treasurer shall manage the day to day financial affairs of the Church including:
  - a) ensuring that all revenues from offering and other sources for the Church are deposited into the bank;
  - b) ensuring that all expenses are properly disbursed;
  - c) monitoring actual revenues and expenses against budget, and recommending steps/strategies semi-annually to the Board to address problem areas;

- d) reviewing annually the adequacy of insurance coverage and forwarding to the Committee of Trustees for approval;
  - e) preparing and filing the Annual Charities Return for Revenue Canada, and other legal reporting documents;
  - f) reviewing and recommending normal operation contracts affecting the Church;
  - g) reviewing on an annual basis the NKUC general charitable receipt book; and
  - h) reporting monthly to the envelope secretary any amounts for donations in kind (e.g., donation of prayer shawl wool, etc.);
6. To review, revise, and recommend policies, procedures and fee schedules for the use of the building;
  7. To recommend to the Board appropriate ways to invest surplus funds;
  8. To receive and administer requests from the Legacy Giving Sub-Committee for the Legacy Fund. Use of Legacy Funds requires approval of the Legacy Sub-Committee, the Committee of Stewards, the Unified Board, the Board of Trustees, and the Community of Faith;
  9. To oversee administration of the Memorial Fund and make recommendations to the board. Normally, the memorial fund is restricted to money spent for the sanctuary;
  10. To review requests for the use of funds from the Reserve Account. The Reserve Account is an undesignated fund. Use of money from the reserve account requires approval from the Committee of Stewards, the Unified Board, the Board of Trustees, and the Community of Faith;
  11. To review and approve requests for the use of funds from the Lay Development Fund, and forward these to the Unified Board for approval;
  12. To remit designated offerings/funds;
  13. To plan, implement and evaluate stewardship campaigns for the entire Community of Faith on an annual basis;
  14. To plan, approve, implement and evaluate supplementary fundraising projects; and
  15. To ensure the building and grounds are maintained and improved.
  16. The duties of the Envelope Secretary are:
    - a) to record the individual envelope donations each week, and the Pre-Authorized Remittances once a month;
    - b) to advise the Treasurer of any discrepancies between the amounts reported on the envelopes and those on the count sheets;
    - c) to prepare income tax receipts for Community of Faith offerings and miscellaneous donations (e.g., Memorial Fund, Church furnishings, etc.);
    - d) to order supplies (e.g., offering envelopes, income tax receipts, etc.);
    - e) to prepare and distribute new year envelopes in November/December;
    - f) to prepare and disburse sequentially numbered income tax receipts before the end of

February;

- g) to prepare ad hoc reports as required; and
- h) to ensure receipts are issued promptly along with a letter of acknowledgement for any special donations received.
- i) The Envelope Secretary is responsible to the Committee of Stewards.

### **Meetings: as per SECTION V 5.1.g**

### **Membership:**

1. Chairperson;
2. Vice-Chair;
3. Treasurer;
4. Envelope Secretary;
5. Property / Maintenance Sub-Committee Chairperson;
6. Hospitality and Fellowship Sub-Committee Chairperson;
7. Legacy Giving Sub-Committee Chairperson;
8. Major Capital Projects Task Group Chairperson;
9. Sufficient additional members as necessary to conduct the affairs of the Committee.

### **Sub-Committee – Hospitality and Fellowship**

**Purpose:** To focus on the ministries of hospitality and fellowship and support church life by coordinating fellowship opportunities throughout the year.

### **Duties and Responsibilities**

1. To support church events as initiated by other Committees and/or the Board.
2. To work with the appropriate committee (s) to confirm their taking responsibility for an upcoming "fellowship event", and identifying the person(s) who will assume responsibility for the event. (See Note 1)
3. Advise and assist (when needed) the coordination of the purchase of materials and supplies for the various fellowship events.

Note 1: This sub-committee is not responsible for "doing" the event; the sub-committee is only responsible for making sure someone takes "ownership" of the event.

Note 2: Whichever group "owns" the event is still responsible for funding the event. The Hospitality Committee would coordinate purchases of common supplies (napkins, condiments, etc.) to take advantage of bulk buying opportunities.

**Membership:**

1. Chairperson
2. Vice Chair
3. Sufficient additional members as necessary to do the work that's required.

**Sub-Committee Legacy Giving:**

The Legacy Giving Sub-Committee is a sub-committee of the Committee of Stewards.

**Purpose:**

1. To create an awareness of the opportunity to contribute to the long term needs of the Church.

2. To oversee the administration of funds contributed to the Legacy Giving Fund.

Note 1: The Legacy Giving Fund is not to be used for operational purposes.

Note 2: Details for administration of this fund (formerly called the Planned Giving Fund) are found in Appendix 5.

**Membership:**

1. Chairperson
2. Vice Chair
3. NKUC Treasurer
4. Sufficient additional members as necessary to do the work that's required.

**Sub-Committee Major Capital Projects (MCP) Task Group**

The Major Capitol Projects Task Group is a sub-committee of the Committee of Stewards.

**Purpose:**

To oversee all aspects of large projects which are deemed to be a capital expenditure, which becomes a fixed asset and adds value to either the church facility or the grounds. Regular maintenance is not deemed to be a capital asset.

**Duties and Responsibilities:**

1. Identify projects that may qualify as a major capital project, based on an annual facility review.
2. Develop plans and secure cost estimates for the project.
3. Prepare a financial plan detailing the project cost along with a complete outline showing how the project will be funded.
4. Seek project approval from the Committee of Stewards, the Unified Board, the Board of Trustees, and the Community of Faith.

5. Arrange for the work to be completed, whether through an outside contractor or internal volunteers, ensuring that all required permits are in place before any work begins. Oversee all aspects of construction.
6. Provide ongoing communication with the Committee of Stewards, the Board and Trustees, as well as the Community of Faith throughout the duration of the project.
7. Work closely with the Treasurer to ensure all invoices are paid and a final project statement is prepared.
8. Note that funds designated for MCP shall only be used for MCP projects approved by the Community of Faith.

### **Membership:**

1. Chairperson
2. Secretary
3. A minimum of four additional members, representing a cross-section of the Community of Faith. It is recommended to have at least one member of the committee with construction experience.

### **Sub-Committee Property & Maintenance**

Property & Maintenance is a sub-committee of the Committee of Stewards.

### **PURPOSE:**

To oversee the ongoing maintenance needs of the Church building and grounds, and to ensure the Information Technology (IT) and security camera systems are operational.

### **Membership:**

1. Chairperson
2. Vice Chair
3. Caretaker
4. Sufficient additional members as necessary to do the work that's required.

## **(c) Communications**

### **Purpose:**

To coordinate communication between the board, committees, Community of Faith and the public.

### **Duties and responsibilities:**

1. Ensure that social media and online presence is up to date;
2. Serve as a point of contact for the board and committees with regards to publicity;
3. Develop information and materials to increase the visibility of NKUC;
4. Identify and share advertising and publicity information with the board and committees;
5. Maintain advertising and publicity contacts at the church office, having this information available to the board and committees upon request;
6. Publish the Church News weekly and The Spirit newsletter at least four times annually;

### **Membership:**

1. Chairperson;
2. Office Administrator of the church;
3. Website administrator;
4. Social media contact; and
5. Sufficient additional members as necessary to conduct the affairs of the Committee.

## **(d) Ministry and Personnel**

### **Purpose:**

To oversee and administer the Human Resource functions of the Community of Faith as they relate to all permanent, part-time and contractual staff, with the exception of hiring the Minister, which is the responsibility of a Search Committee, under the guidance of a liaison appointed by the Region Pastoral Relations Commission.

### **Duties and Responsibilities:**

1. Being available for consultation and support for matters involving the pastoral charge staff;
2. Overseeing the relationship of the pastoral charge staff to each other and to people in the Community of Faith;
3. Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
4. Making any recommendations needed as a result of these reviews to the governing body;
5. Revising position descriptions of pastoral charge staff as needed;
6. Conducting annual performance reviews of the pastoral charge staff;
7. Ensuring pastoral charge staff make use of opportunities for continuing education that they have been given;
8. Maintaining close contact with the regional council Pastoral Relations Committee or equivalent;
9. To arrange for someone to conduct worship services, in consultation with the Worship Committee, in the absence of the Minister.
10. To recommend to the Board the names of persons to be hired or contracted as Office Administrator, Choir Director and Caretaker.
11. To recommend to the Board, remedial action or termination when performance reviews show that such persons are not fulfilling the terms of their position descriptions.
12. To negotiate salary and benefit packages with each of the staff positions, and/or negotiate any employment contracts. These will then be forwarded to the Executive Committee for approval.
13. To approve vacation schedules for all employees / contractors, and ensure adequate coverage is in place while employees /contractors are on vacation.

### **Membership:**

1. Chairperson;
2. Vice-Chair;
3. Sufficient additional members as necessary to conduct the affairs of the Committee.

Members of the Church staff are not eligible to be on this Committee.

### **Meetings: as per SECTION V 5.1.g**

## **(e) Nominating**

### **Purpose:**

To provide the Community of Faith with a slate of committed, qualified individuals, willing to serve on the Board and/or as Chairpersons, Vice-Chairpersons or Committee members of the Ministry Committees.

### **Duties and Responsibilities:**

1. To consult and collaborate regularly with the Board Executive and Chairpersons of Ministry Committees to determine their membership requirements, both current and future.
2. To recruit and prepare annually, a slate of people who have expressed a commitment to serve on the Board and/or as Chairpersons or Vice-Chairpersons or members of Ministry Committees.
3. To seek out the best matches of peoples, skills and tasks for the various activities of the church.
4. To be well informed of the terms of reference, purpose and the specific responsibilities of the Board and all Ministry Committees.
5. To maintain an up-to-date record of all Board and Committee personnel.
6. To ensure that orientation and/or training is provided to all members who have agreed to serve the Church.
7. The Volunteer Co-ordinator, in collaboration and consultation with the Chairperson of the Board and all Chairpersons of all Ministry Committees, as applicable, shall:
  - a) recruit and train ushers, greeters, people to make coffee after church, etc.
  - b) recruit help to assist with the collation and/or delivery of the newsletters and the Annual Report.
  - c) establish and maintain a year round human resource pool of people who have expressed an interest in serving the Church. This information may be obtained from the time and talent forms sent out during the stewardship campaign.
  - d) Ensure adequate screening for volunteers in positions of trust.

### **Membership:**

1. Immediate Past Chairperson of the Board;
2. Volunteer Co-ordinator member
3. One member from the Board;
4. Two members from the Community of Faith.
5. Sufficient additional members as necessary to conduct the affairs of the committee.

### **Meetings: as per SECTION V 5.1.g**

## **(f) Outreach/Mission and Service**

### **Purpose:**

To serve the Community of Faith by making them aware of important local and global needs, and to provide the Community of Faith with information regarding the appropriate resources for meeting those needs. This Committee is also responsible for educating the Community of Faith and its Committees about the Mission and Service Fund, and responding to local requests for help.

### **Duties and Responsibilities:**

1. To educate the Community of Faith about emerging important local and global needs, and the work of the Mission and Service Fund of the United Church of Canada.
2. To co-ordinate, supervise, and communicate programs that ~~will~~ address social concerns, as initiated by any committee of the Community of Faith, including Outreach, Mission & Service and approved by the Board,
3. To provide resources and otherwise help the Christian Education Committee do effective mission education in the Church school.
4. To liaise with the Committee of Stewards as it carries out its stewardship duties, providing suitable resources to effectively explain the Mission of the United Church and to invite generous support.
5. The Committee will provide suitable resources and help the Community of Faith to understand the Mission work of the Church from the local level to the global; and will:
  - a) provide printed and other materials that help educate the Community of Faith in the work of the Mission and Service Fund of the United Church of Canada;
  - b) promote Broadview, Mandate, and other similar publications;
  - c) interpret for the Community of Faith any other United Church work not covered above.

### **Membership:**

1. Chairperson;
2. Vice-Chair;
3. A representative of the United Church Women;
4. Sufficient additional members as necessary to conduct the affairs of the Committee.

### **Meetings: as per SECTION V 5.1.g**

## **(g) Pastoral Care**

### **Purpose:**

To nurture and co-ordinate the work of visitors/elders in visiting with members of the Community of Faith; to care for people in transition, in grief, and to visit the elderly and the sick.

### **Duties and Responsibilities:**

1. To organize and maintain a program of visiting sick and shut-in people, and also those who would appreciate a visit as appropriate.
2. To make contact with members in the Church (through phone calls, cards and visits) during times of grief, accident, family crisis, critical illness or after a person has been victimized by a crime.
3. Follow up and provide support with individuals who have been absent from church for awhile, as needed.
4. To ensure confidentiality of information.
5. Chair/Vice Chair to inform committee members of upcoming training workshops for those persons involved in Pastoral Care.
6. To keep the Minister informed about the pastoral care related needs of members and adherent(s) of the Church.
7. To liaise with the Prayer Shawl Ministry Group and provide prayer shawls as appropriate to individuals.
8. Maintain a file of next of kin and provide that information to the office administrator for input into the church database.
9. Maintain a list of recently-bereaved family members and provide support.
10. Provide the office administrator with current contact information of attendees.
11. Support the minister during off-site services.

### **Membership:**

1. Chairperson;
2. Vice-Chair;
3. A representative of the United Church Women;
4. Representative from the Prayer Shawl Ministry Group
5. Sufficient additional members as necessary to conduct the affairs of the Committee.

### **Meetings: as per SECTION V 5.1.g**

(h) Records Management Committee

**Purpose:**

To collect and archive pertinent documents and records pertaining to the membership and operation of NKUC.

**Duties and Responsibilities**

1. To recommend policy on all matters related to records management.
2. To maintain and dispose records in accordance with United Church of Canada guidelines.
3. To provide an annual report to the Unified Board of what information is being kept and its location.
4. To regularly review and file/archive/dispose of hard copies of documents and records according to policy, including, but not limited to:
  - a) Minutes of all meetings of the Community of Faith.
  - b) Minutes and records of the Board and its committees.
  - c) The Historic Roll of the Community of Faith, the current membership list, and the baptismal, marriage and burial registers for the Community of Faith.
  - d) Minutes and records of the Board of Trustees.
  - e) To store and dispose of financial records, in accordance with United Church guidelines.

**Membership:**

1. Chairperson
2. Church Secretary
3. Secretary of the Board
4. Sufficient members to conduct the affairs of the Committee

**Meetings:**

The committee should meet annually prior to the Annual General Meeting. Special meetings may be called by the Committee Chairperson, at the request of half of the membership of the Committee or by the Board.

## **(i) Worship**

### **Purpose:**

To provide oversight for the worship services and use of the sanctuary.

### **Duties and Responsibilities:**

1. To review and evaluate the order and content of the Community of Faith worship.
2. To ensure PowerPoint presentations of the service, if used, are prepared in a timely manner;
3. To look after the audiovisual components of the service;
4. To oversee the preparation and administration of the sacraments.
5. To develop and monitor policies regarding baptism, marriage, ~~and~~ funerals, and other areas as required.
6. To approve candidates for baptism and confirmation as recommended by the minister, and arrange for the conduct of those sacraments, generally in the context of a worship service.
7. To ensure appropriate use of the sanctuary.
8. To recommend to the Board the admission of persons into full membership;
9. To work in co-operation with the Christian Education Committee-
10. To assist the Ministry and Personnel Committee in arranging for someone to conduct worship services in the absence of the Minister.
11. To confirm arrangements and set guidelines regarding lay readers and other participants in the worship service.
12. To work with the Choir Director/Pianist/Organist to co-ordinate music for regular and special services.
13. To work with the Christian Education Committee and the Minister and such other persons as required to provide special services including Intergenerational Services, Infant Baptism, Confirmation, Membership, Installation of Board members and other officers of the Church, etc.
14. To ensure information regarding the historic and current role of the church, including children and adherents, those received by Confirmation, Adult Baptism, Reaffirmation of Faith, Transfers In and/or Received by the action of the Board is forwarded to the Office Administrator,
15. To ensure information regarding confirmation, marriages and burials are forwarded to the Office Administrator for the official record.
16. To oversee the following tasks and duties are completed for the Sanctuary:
  - a) to prepare the Sanctuary for worship;
  - b) to change the colors in the chancel appropriate to the Church Year;
  - c) to decorate the sanctuary for special occasions.

### **Membership:**

1. Chairperson;
2. Vice-Chair;
3. A representative of the choir;
4. A liaison from the Christian Education Committee;
5. A representative of the United Church Women;
6. Sufficient additional members as necessary to conduct the affairs of the Committee.

**Meetings: as per SECTION V 5.1.g**

**SECTION VI: THE TRUSTEES**

There shall be a Board of Trustees elected by the Community of Faith, which shall hold the Church property for legal trust purposes as outlined in the Manual, Section G-3, and the guidelines outlined in the Trustees' Handbook.

**Membership:**

1. Chairperson;
2. Vice-Chair;
3. Sufficient additional members as necessary to conduct the affairs of the Committee.

**Term of Office:**

Shall normally be six years and the terms are renewable.

## **SECTION VII: THE UCW**

### **Purpose:**

To unite women of the Community of Faith for the total mission of the Church, and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

### **Duties and Responsibilities:**

1. To provide opportunities for study, fellowship and mutual support.
2. To encourage growth in Christian understanding, and to develop Christian leadership for the Church and community.
3. To encourage participation in the mission of the Church.
4. To cultivate Christian stewardship.
5. To share financially in supporting the national Church through the Mission and Service Fund, and in meeting the needs of the Community of Faith.

### **Accountability:**

To the Community of Faith.

### **Membership:**

1. Is open to all women who believe in the purpose and are willing to contribute their prayers, gifts and services for the work of the Church in the world.
2. The Executive is comprised of the President, Past President, Vice-President, Secretary and Treasurer.

### **Meetings:**

Meetings are held monthly except during July and August.

## **Appendix 1: The Manual, 2019, Bylaws, Section B**

[https://www.united-church.ca/sites/default/files/the-manual\\_2019.pdf](https://www.united-church.ca/sites/default/files/the-manual_2019.pdf)

## **Appendix 2: The Manual, 2019, Bylaws, Section I**

[https://www.united-church.ca/sites/default/files/the-manual\\_2019.pdf](https://www.united-church.ca/sites/default/files/the-manual_2019.pdf)

### **Appendix 3: The Manual, 2019, Bylaws, Section J**

[https://www.united-church.ca/sites/default/files/the-manual\\_2019.pdf](https://www.united-church.ca/sites/default/files/the-manual_2019.pdf)

## **Appendix 4: Conflict of Interest Guidelines**

United Church of Canada Conflict of Interest Policy (March 2019) Page 1 of 3

### **The United Church of Canada Conflict of Interest Policy**

#### ***Purpose Statement***

The purpose of this policy is to give guidance to members of decision-making bodies of the United Church. When participating in decisions, they must not put themselves in a position where their own interests may conflict with their duty to act in the best interests of the United Church.

#### **Policy**

#### ***Application of This Policy***

1. This policy applies to all members and adherents of the United Church when they are participating in decision-making in communities of faith, governing bodies of communities of faith, regional councils and the Denominational Council, and their respective committees, task groups, and commissions, and the denominational Office of Vocation. Each of these bodies is a “Governance Body” in this policy.

#### ***Responsibilities***

2. Members of a Governance Body must not participate in decision-making where their duty to the United Church is in conflict with the duty they owe to another organization. For example, that could happen where a member of the Body serves another organization as an employee, contractor, or in an elected leadership role.
3. Members of a Governance Body must not participate in any decision-making by that Body which could result in direct or indirect benefit to them.
4. Members of a Governance Body must not give, in the performance of their duties for that Body, preferential treatment to relatives or friends or any other organization in which they have an interest.
5. Members of a Governance Body must not benefit from the use of information acquired during the course of their participation in that Body, if that information is not generally available to the wider church.
6. Members of a Governance Body must not accept from a person who has dealings with that Body any reward, advantage, or benefit of any kind, either directly or indirectly, that affects decision-making.
7. Members of a Governance Body must not place themselves in a position where they are under obligation to another person who might benefit from special consideration or favour, or who might seek preferential treatment by that Body.

## ***Exceptions***

8. There are exceptions to situations that might otherwise be considered a conflict of interest.

A. Monetary conflicts - A monetary conflict arises where the Governance Body is considering a decision that may have a monetary effect, either positive or negative, on a member of the Body or a person close to the member (relative or friend). It is not a conflict of interest if, in the opinion of the Body, the member's monetary interest is substantially the same as the monetary interest of all other members of the Body.

B Non-monetary conflicts - A non-monetary conflict arises in any circumstance where a member of the Governance Body is constrained in any way from acting in the best interests of the church. That could occur where a member of the Body, or person close to the member, stands to gain a benefit in some non-monetary way from a decision that the Body is considering. It is not a conflict of interest if, in the opinion of the Body, the member's conflict is not likely to affect the member's decision.

C. Membership in a Governance Body through intentional representation from other organizations - It is not a conflict of interest when a member of the Governance Body who represents another organization on the Body brings the perspective of the other organization to the decision-making of the Body. That is a key purpose of having intentional representation from other organizations. As such, it is not a conflict of interest for such a member to participate when the Body is considering a decision that affects the other organization.

D. Waiver of conflicts - In any situation where a member of the Governance Body has an apparent conflict of interest, the Body may waive the conflict of interest and allow the member to participate in the decision-making. The Body must be satisfied that waiving the conflict will not negatively impact the transparency and integrity of the Body's decision-making.

## ***Practice***

9. *Knowledge/awareness of conflicts* - Members of a Governance Body must be constantly aware of the need to avoid situations that might result in a conflict of interest or the appearance of a conflict of interest. Orientation and education of members is important.

10. *Identifying conflicts* - As a member of the Governance Body participates in the work of the Body, they must consider whether any particular item of business presents a conflict of interest for them.

11. *Disclosing conflicts* - A member of the Governance Body must inform the Body of a conflict of interest or apparent conflict of interest at the earliest opportunity once the member becomes aware of it.

12. *Refrain from all participation* - The conflict of interest may involve a situation where the member of the Governance Body stands to gain personally, or where the member's relatives or

friends stand to receive a benefit (either monetary or non-monetary). In such case, the member withdraws from any participation in the decision-making on any matters to which the conflict of interest relates. That includes leaving the room while the matter is under discussion until after the decision is made.

13. *Responsibility of other members* - If a member of the Governance Body fails to notice, or to declare, a conflict of interest, any other member may raise the matter with the Body. Once the issue has been raised by another member, the member with the potential conflict may acknowledge the conflict and withdraw from participation in the decision-making.

14. *Decision by Governance Body* - If the member of the Governance Body with the potential conflict of interest disagrees that one exists and/or does not withdraw from participation in the decision-making, it is up to the Body to determine the issue before proceeding with the item of business. If the Body decides that a conflict of interest exists, and makes no decision to waive it, the member is excluded from participation in the decision-making.

15. *Documenting* – The minutes of the meeting of the Governance Body must record all disclosures of conflict of interest, all exclusions from participation in decision-making based on conflict of interest, and all decisions by the Body with respect to conflict of interest.

## **Appendix 5: Legacy Fund Guidelines**

As amended and adopted at the February 21<sup>st</sup>, 2010 NKUC Annual General Meeting

### **Enabling Resolution Preamble**

Christian stewardship involves faithful management of all the gifts God has given in time, abilities, the created world and money. For many people the stewardship of money means current income and its use. Stewardship is concerned equally with accumulated, inherited and appreciated resources.

The United Church of Canada refers to gifts made from such resources as "Planned Gifts". Annuities, securities, bequests through wills, real estate and other opportunities exist to enable people to support their Church. Such gifts account for more than sixteen million dollars each year and in excess of 80% of these gifts are directed to local Communities of Faith.

NORTH KILDONAN United Church encourages its people to support the life and work of the Church by making "Planned Gifts".

Such gifts should be encouraged, received and administered in such a way that they do not diminish the responsible current support and involvement of church members. Planned Gifts are less likely to interfere with the established stewardship of the Community of Faith when they provide for expanding the mission and ministry of the Community of Faith into community programs or institutional and other works of the Church at home and abroad.

NORTH KILDONAN United Church Mission Statement –  
**Our Mission...**

**to be an accepting Christian community  
dedicated to living, sharing, and teaching  
the word of God.**

Moved by: \_\_\_\_\_, seconded by: \_\_\_\_\_

**WHEREAS** Christian stewardship involves faithful management of all the gifts God has given in time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

**WHEREAS** Christians can give to the work of the church through bequests in wills, charitable gift annuities, assignments of life insurance and transfers of property (cash, stocks, bonds, real estate); and

**WHEREAS** it is the desire of the Community of Faith to encourage, receive and administer these gifts in a manner consistent with the loyalty and faith commitment expressed by the donors and in accordance with the policies of The United Church of Canada and of this Community of Faith;

**THEREFORE BE IT RESOLVED** that this Community of Faith approve and establish a fund to be known as THE PLANNED GIFTS FUND, hereinafter called 'the Fund' of NORTH KILDONAN United Church at 174 Pentland Avenue, Winnipeg, Manitoba;

**BE IT FURTHER RESOLVED** that the purpose of the Fund shall be to enhance the ministry and mission outreach of NORTH KILDONAN United Church and The United Church of Canada;

**BE IT FURTHER RESOLVED** that the Board of Stewards of NORTH KILDONAN United Church be the investment manager of the Fund and shall report throughout the year to the Community of Faith of NORTH KILDONAN United Church;

**BE IT FURTHER RESOLVED** that the attached PLAN OF OPERATION OF THE PLANNED GIFTS FUND form part of this resolution.

Resolution adopted this \_\_\_\_ day of \_\_\_\_\_, 2010.

NORTH KILDONAN United Church

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

## **NORTH KILDONAN UNITED CHURCH PLANNED GIFTS FUND PLAN OF OPERATION**

The NORTH KILDONAN United Church Planned Gifts Fund (referred to in this document as the “Fund”) was established by the Community of Faith at its meeting on February 21<sup>st</sup>, 2010.

These guidelines are intended to provide some direction to those that have specific responsibilities for the Fund’s operation. They are intended to facilitate its operation by clarifying and expanding on the enabling resolution.

### ***What is Planned Giving?***

A Planned Gift (also known as a Legacy Gift) is a gift made from an estate or accumulated financial assets rather than regular income. In the United Church in more than 90 percent of Planned Gifts are gifts made through bequests in wills. Regular giving generally comes out of a person’s regular income while a bequest comes out of assets left at death, when current giving ceases. Therefore when someone includes a gift to the church in their will their current giving is generally not affected.

More information on these various types of gifts can be obtained from the Planned Giving section of The United Church of Canada’s website: [www.united-church.ca/community-faith/get-involved/give-legacy](http://www.united-church.ca/community-faith/get-involved/give-legacy).

### ***Purpose of the Planned Gifts Fund***

Planned Giving is another way for members and adherents to support the ministry of the church. It also provides an opportunity for individuals to leave a legacy. Through Planned giving, the dedicated members and adherents of NORTH KILDONAN United Church are able to continue to provide faithful witness and a legacy to others.

The Fund is intended to be separate and distinct from all other church funds. It is not intended that money from the Fund be used to cover regular and ongoing operational requirements of the church. The Fund is less likely to interfere with current givings if it is used to expand the ministry and mission outreach of NORTH KILDONAN United Church.

## ***Receipts***

Any gifts that specify the use to which the gift is to be put will be known as designated gifts and will be accepted provided the use or nature of the gift is acceptable to the Community of Faith as determined by the Planned Gifts Committee and the Church Board.

The Planned Gifts Committee will promote the donation of undesignated gifts to the Fund. Undesignated gifts are those with no conditions attached to the use of the funds.

It is expected that most donations to the Fund will be bequests through wills, United Church gift annuities and gifts of securities.

## ***Disbursements***

One half of the funds from all undesignated Planned Gifts will be endowed, and one half of the funds plus one half of the income from the endowed portion including accrued interest will be available for disbursement each year. Unspent monies will be carried over and available for disbursement another year.

The money from the Fund will not be used to cover regular and ongoing operational requirements of the church. Rather, money from the fund will be used for development and enhancement of the ministry of NORTH KILDONAN United Church in areas such as the following:

- (a) outreach activities, including Mission and Service projects
- (b) youth ministry and programs
- (c) lay education
- (d) music and worship enhancements
- (e) capital improvements
- (f) debt reduction
- (g) scholarships or grants to members for the purpose of attending theological or worship studies (including music)

Funds may be designated according to the above criteria or left undesignated.

Disbursement of money from the Fund will be determined annually as part of the budget process and at other times as the Planned Gifts Committee sees fit in consultation with the Unified Board of NKUC. The amounts to be distributed in a particular year will be guided by the prior years' activity of the Fund. That is, unused funds are to be rolled over and available the following year.

Disbursement of money from the Fund must be in accordance with these guidelines. However, deviations to meet emerging needs may be approved at a duly constituted meeting of the Community of Faith. Emerging needs do not include operational costs.

## ***Investment***

The Committee of Stewards are the custodians of the Fund and are responsible for investing and administering the funds. This includes the safekeeping and maintenance of all required financial records.

The Committee of Stewards are hereby directed to follow the investment policies outlined in the document entitled “Guidelines for the Investment of Personal Property of United Church Congregations”.

There will be an annual review of the Fund by an independent auditor or review team appointed by the Unified Board. At each annual meeting of the Community of Faith, the Committee of Stewards will provide financial statements for the previous year along with a report of this audit or review.

## ***Allocation of Responsibilities***

The Planned Gifts Committee is responsible for the promotion of Planned Giving and the management of the Fund. The committee is also responsible for reporting annually to the Unified Board as to what monies are available for disbursement.

The Committee of Stewards is responsible for holding the funds according to policies and procedural guidelines approved by the Community of Faith.

## ***Responsibilities of the Planned Gifts Committee***

Membership on the Planned Gifts Committee shall be determined by the Unified Board and confirmed by the Community of Faith. This shall include the appointment of a person to chair the committee. In case of a vacancy on the committee the Unified Board shall appoint a member to fill the vacancy until the next annual congregational meeting.

The Planned Gifts Committee shall:

- (i) develop and promote a Planned Giving Program for the Community of Faith;
- (ii) provide information to interested members and adherents about the Planned Giving Program;
- (iii) be a resource to members and adherents who wish to make a Planned Gift;
- (iv) work with the Regional United Church Gift Planner and keep them informed about any finalized Planned Gifts or donors who wish to meet with them to discuss or arrange a Planned Gift;
- (v) arrange a Planned Giving Information Session for interested congregational members every two or three years;

- (vi) receive grant requests for funding and recommend disbursements from the Fund to the Unified Board;
- (vii) spearhead some faithful way to celebrate all the Planned Gifts and their donors while ensuring we are respecting individual wishes;
- (viii) write “thank you” letters to those who make a Planned Gift;
- (ix) write acknowledgement letters to executors, lawyers, etc. where appropriate;
- (x) report annually to the Community of Faith and periodically to the Unified Board;
- (xi) keep a permanent record of donations to the Fund;
- (xii) manage the Fund in accordance with these operating guidelines and in accordance with policies and procedures established by the Community of Faith;
- (xiii) review any restrictions on any proposed Planned Gift to the Community of Faith in accordance with the Gift Acceptance Policy contained in these guidelines, and
- (xiv) periodically review these guidelines so that any recommended changes may be presented to the Unified Board and then the Community of Faith for approval.

All communication between individuals and members of the committee is to be held in the strictest confidence. Members of the committee must be careful to avoid all conflicts of interest. The interests of the individual member or adherent, who is the potential donor, must be the guiding concern.

### ***Enquiries***

Members and adherents interested in learning more about Planned Giving should contact a member of the Planned Gifts Committee.

Members and adherents may also wish to contact a Gift Planner from the United Church. The name of the United Church’s Gift Planner for our area can be obtained by contacting the church office or by contacting the national office of The United Church of Canada.

Anyone wishing to make a Planned Gift to the church is encouraged to seek professional advice (Lawyer, Chartered Accountant, etc.). Donors are also encouraged to discuss their gifting intentions with their family.

## ***Gift Acceptance Policy***

The Planned Gifts Committee will carefully consider the nature, extent and impact of restrictions attached to gifts. The restrictions may be due to the type of gift (life insurance policy, real estate, etc.) or may be due to the conditions that the donor has specified for the gift.

With respect to the first type of restriction, the Planned Gifts Committee will seek professional help, if necessary, in determining whether to accept the gift.

With respect to the second type of restriction, the Planned Gifts Committee might recommend against accepting a gift if, for example, it is specified for a cause or organization that the church does not support, or if the terms and conditions around the gift impose unreasonable demands.

A designated gift may form part of the Planned Gifts Fund if the designation falls within the ministries identified in this plan. Such gifts will be used in accordance with the intentions stated by the donor provided the gift is acceptable to NORTH KILDONAN United Church. The Planned Gifts Committee will assess whether a designated gift is acceptable to the church and recommend to the Church Board whether to accept the designated gift. It is the preference of NORTH KILDONAN United Church to receive undesignated gifts, but Members and Adherents wishing to make a designated gift are encouraged to designate one of the ministries identified in this plan.

If the Planned Gifts Committee decides that a gift should not be accepted to the Fund, such recommendation must be made within 30 days (July and August excepted) to the Unified Board which must decide within 30 days (July and August excepted) whether to accept the gift. Given the 30-day requirement for accepting gifts, the Unified Board may decide to authorize the Chair of the Unified Board, in consultation with the Stewards, to make decisions on whether to accept gifts as designated.

## ***Amendments***

Amendments to this Plan of Operation or the enabling resolution require a two-thirds vote of members and adherents present and voting at an annual meeting of the Community of Faith for which notice of intent to amend the Plan of Operation or resolution has been given, or at a special meeting called for the purpose of amending the Plan of Operation or enabling resolution.

## ***Termination***

In the event that NORTH KILDONAN United Church ceases to exist, disposition or transfer of the Fund shall be in accordance with The Manual of The United Church of Canada.

**Note: this is the final copy as accepted by the Planned Gifts Committee on \_\_\_\_\_, 2010.**

**SAMPLE  
PLANNED GIFTS DISBURSEMENT  
FOR  
JANUARY 2011**

To: Members of the Community of Faith and Committees of the Church Council

The Planned Gifts Committee will be completing a disbursement of money in the amount of \$5,000 from the Planned Gifts Fund during January 2011. Members of the Community of Faith and committees of the Unified Board are invited to make a request of money to support programs or projects which will enhance and support the ministry for NORTH KILDONAN United Church. Requests may be thought of as representing the following areas of work in the church:

- outreach activities, including Mission and Service projects
- youth ministry and programs
- lay education
- music and worship enhancements
- capital improvements
- debt reduction
- scholarships or grants to members for the purpose of attending theological or worship studies (including music)

Note that the requests should not be for those items that would normally be supported by regular and ongoing operational Funds.

Please complete the application form on the other side of this message. If you have any questions, please contact a member of the committee.

The Planned Gifts Committee would appreciate receiving requests by Friday, December 29, 2010. Please address your requests to:

Planned Gifts Committee

Attention: \_\_\_\_\_ (Co-Chairs)

Thank you.

Committee Members:

Person A

Person B

Person C

Person D

November, 2009

**NORTH KILDONAN UNITED CHURCH  
PLANNED GIVING  
APPLICATION FORM**

NAME \_\_\_\_\_  
(Individual, Committee, Group)

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Detailed description of the request, including purpose, duration and possible outcomes.

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Amount of Funds requested \_\_\_\_\_

Submit this application to:  
NORTH KILDONAN United Church  
Planned Gifts Committee  
174 Pentland Avenue

Please check the category which best fits your request:

- outreach activities, including Mission and Service projects
- youth ministry and programs
- lay education
- music and worship enhancements
- capital improvements
- debt reduction
- scholarships or grants to members for the purpose of attending theological or worship studies (including music)