

## **Council TERMS OF REFERENCE**

### **Purpose**

The Council carries out the business of the congregation between Congregational meetings. It exercises leadership in enabling the Congregation to achieve the Mission and Vision of Rideau Park United Church through worship, study, nurture, outreach, service and the seeking of justice.

### **Structural Accountability**

The Council is accountable to the congregation.

### **Responsibilities**

General:

1. The Council has two primary functions: leadership and management to be exercised at a strategic overview level. The leadership function encompasses the identification of long-range plans which define the congregation's priorities and the management function provides strategic guidance for the volunteers, bodies, committees and church staff responsible for Church activities. The Council is responsible for the general oversight of the bodies and committees of the Church, and gives guidance to such bodies and committees in response to direction from the congregation. It makes decisions on behalf of the congregation and ensures the decisions are implemented. In the exercise of these functions, the Council shall not unduly restrict the other bodies and committees of the Church to manage their own affairs.

Specific:

1. The Council shall, on behalf of the congregation, be responsible for:
  - (i) long-range planning to ensure that the mission, vision, directions and goals reflect the priorities of the congregation;
  - (ii) identifying priorities within the mission, vision, directions and goals;
  - (iii) ensuring effective communication, both among committees and between the committees and the congregation;
  - (iv) preparing policies and guidelines for use by staff, volunteers, committees and other organizations of the Church in the planning and conduct of their programs and activities;
  - (v) reviewing the terms of reference for staff, volunteers, committees and other organizations to ensure they are consistent with the priorities of the Church;
  - (vi) evaluating progress and success of programs with reference to the mission, vision, broad directions, broad goals and priorities of the Church ;
  - (vii) addressing such other matters as may from time to time arise.

## **Membership**

Committee: The Council has the following voting members who are elected to the position by the congregation - Chair, Vice-Chair, Secretary, two Members-at-large.

The following are members because of their position:

- Chair (or Clerk) of Session,
- 2 representatives of Session, nominated by Session,
- Chair (or Vice-Chair) of the Committee of Stewards,
- 2 representatives of the Committee of Stewards. nominated by the Committee of Stewards,
- Chair of the Stewardship Committee,
- Chair of the Ministry and Personnel Committee,
- 1 lay representative to Ottawa Presbytery,
- 1 lay representative of the Board of Trustees,
- 1 representative of the United Church Women, elected by the United Church Women,
- 1 representative of the Administrative Committee.

The following are ex-officio, non-voting members:

- Members of the Order of Ministry duly called or appointed and employed by Rideau Park United Church; Church Administrator

Voting members of the Council shall be known as councillors.

## **Standing Committees**

The Council has the following Standing Committees:

- Session, Stewards, Ministry and Personnel, Stewardship, Board of Trustees, Administration, Volunteer Resources.

Their Terms of Reference are given in the United Church Manual, except for the Administrative and Volunteer Resources Committees.

## **Frequency**

The Council is to meet at least four times during a calendar year at the call of the Chair or of a Minister. Special meetings may be called by four members of Council signing a request to convene a Council Meeting and having it published in the Church Bulletins at least 14 days prior to the date appointed for the meeting.

## **Quorum**

The quorum for meetings of Council is 11 voting Members and one ordained Minister.

**Duties of Council Members**

- (a) The duties of Council members are:
  - (i) attend Council meetings;
  - (ii) discern the needs and interests of the various constituencies within the congregation and bring these to Council meetings, contributing to the achievement of all responsibilities of Council.
- (b) Councillors with committee responsibilities are to apportion their time so that council matters are given significant attention.
- (c) The duty of the Chair of Council is to preside at meetings and to provide leadership to facilitate the processes of Council.
- (d) The Vice-Chair is to replace the Chair as required, report to Council on behalf of the Volunteer Resources Committee and any ad hoc committees assigned by Council and be prepared, upon expiration of the term of the Chair, to assume the position of Chair. In the absence of the Chair or Vice Chair, the Minister may chair the Council meeting.
- (e) The Secretary, in consultation with the Church administrator, is to keep the proceedings of Council, conduct the correspondence of Council, preserve all relevant documentation and to transmit necessary records annually to Presbytery.
- (f) It is the intent that Members-at-Large will bring special expertise to Council that may be required from time to time.

**Date of Completion of Form:** October 2007

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