

Congregational Life Committee

Terms of Reference

Purpose

To oversee the care and connection of the congregation, its members and adherents of Rideau Park United Church (RPUC)

Structural Accountability

Congregational Life is a committee of, and is accountable to, the Council of RPUC. The Committee Chair reports to Council through the Liaison. The Chair may attend Council for specific initiatives and important issues.

Responsibilities

Congregational Life Committee is responsible for:

General:

- 1) Keeping the roll and register of the congregation, and records in relation to its members, adherents, as well as baptisms, marriages and deaths; and
- 2) Attending to members and adherents to provide support and encourage communication, connection and participation, individually and church-wide.

Specific:

- 1) Acting as keeper of the roll of the congregation:
 - a) recommending to Council the admission of people as full members;
 - b) recommending to Council the removal of people as full members;
- 2) Assigning to designated persons, districts of members and adherents; so as to care for the Congregation and to act as a point of contact with the persons in his/her District in relation to matters in the life and work of RPUC, by email, phone call or personal visit as is appropriate for those being visited.
- 3) Representing the congregation during baptisms, confirmations, dedications etc. In the person of the Chair of the committee;
- 4) Contributing to and providing guidance to the communication vehicles such as ChurchPost, Facebook, and the monthly congregational email.

Membership: Consists of a core group of 5 members and a number of other volunteers to complete its mandate (i.e. 10-15 additional members)

Frequency of Meetings and Quorum: The core group would meet a minimum of 2 to 4 times a year. The core would organize meetings as required for the additional members/volunteers (i.e. for training, support/encouragement)