

## **RIDEAU PARK UNITED CHURCH COUNCIL TERMS OF REFERENCE**

**Purpose:** The Council shall carry out the business of the congregation between Congregational meetings. It shall exercise 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:**

The Council shall have two primary functions: leadership and management to be exercised at a strategic overview level.

1. The leadership function shall encompass the identification of long-range plans which define the congregation's priorities.
2. The management function shall provide strategic guidance for the volunteers, bodies, committees and church staff responsible for Church activities. Through this function, the Council is responsible for the general oversight of the bodies and committees of the Church, and as the senior policy and planning body of the Church, gives guidance to such bodies and committees in response to direction from the congregation.

The Council shall make decisions on behalf of the congregation and ensure that 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:** The Council shall, on behalf of the congregation, be responsible for:

1. long-range planning to ensure that the mission, vision, directions and goals reflect the priorities of the congregation;
2. identifying priorities within the mission, vision, directions and goals;
3. ensuring effective communication among committees, between committees/church leadership and the congregation, between the congregation and the wider community;
4. 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;
5. reviewing the terms of reference for staff, volunteers, committees and other organizations to ensure they are consistent with the priorities of the Church, up-to-date, complete, clear and ensure a maximum degree of freedom of action;
6. evaluating progress and success of programs with reference to the mission, vision, broad directions, broad goals and priorities of the Church;
7. assessing and deciding which projects to support with funds available from the Rideau Park Foundation for Ministry, in accordance with the relevant guidelines;
8. addressing such other matters as may from time to time arise.

**Membership:** The Council is composed of persons who have been duly elected to office by the congregation, save and except the representative of the United Church Women.

The Council consists of the following voting members who shall be known as Councillors:

- Council Chair,
- Council Vice-Chair,
- Council Secretary,
- Treasurer (sits on Finance Committee)

- Members of the Order of Ministry\*
- Chair of Stewardship
- EOR Regional Rep
- Chair of the Ministry and Personnel Committee,
- 7 members at Large
- 3 Liaisons
- Chair, Trustees
- UCW Representative

\*( Order of Ministry: duly called or appointed and employed by Rideau Park United Church who may vote, except on issues brought forward by the Ministry and Personnel Committee, the Nominating Committee, a Joint Needs Assessment Committee or a Joint Search Committee.)

### **Standing Committees**

The Council has the following Standing Committees:

- Congregational Life
- Nominations.
- Pastoral Care
- Congregational Development
- Worship and Music
- Social Action and Outreach
- Christian Development
- Environment
- Finance \*
- Property
- Administration and Communications,
- Ministry and Personnel\*
- Board of Trustees\*
- Stewardship\*            (\*these committees have direct representation on Council)

### **Frequency of Meetings and Quorum**

- 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 Bulletin at least 14 days prior to the date appointed for the meeting.
- The quorum for meetings of Council is 12 voting Members, of whom one shall be a Member of the Order of Ministry Duties of Council Members
- The duties of Council members are: to attend Council meetings; to 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.
  - Councilors with committee responsibilities are to apportion their time so that Council matters are given significant attention.
- The duty of the Chair of Council is to preside at meetings and to provide leadership to facilitate the processes of Council.
- The Vice-Chair is to replace the Chair as required. Upon expiration of the term of the Chair, the Vice-Chair shall assume the position of Chair. In the absence of the Chair or Vice Chair, a Minister may chair the Council meeting.

- 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 transmit necessary records annually to Presbytery.
- It is the intent that Members-at-large will bring special expertise to Council that may be required from time to time. (See document on role of members at large and liaisons)
- The Vice-Chair and Members-at-large may be tasked by Council to serve as chairs/members of task groups, working groups and special purpose teams established by Council, and to provide special assistance in assessing applications for funding from the Rideau Park Foundation for Ministry;
- Liaisons are expected to take on a liaison role in relation to Standing Committees and to bring matters to Council as required. (See document on role of members at large and liaisons)

## **Council Members – Members at Large and Liaisons Functions**

### **Members at Large**

Members at Large are people who serve on Council and represent the diversity of the community. Collectively they bring a variety of areas of experience, areas of connection, wisdom, and expertise to Council and represent a diversity of the experiences, backgrounds and constituencies that make up the congregation that they represent at Council. They may be tasked to take on specific functions on behalf of Council.

### **Liaisons**

Each Liaison will be responsible for 4 ministry units. Liaisons connect regularly with their committees, by email or phone or in person as appropriate in each liaison relationship.

While committees send written reports to Council on a regular basis too, liaisons are a personal connection to Council for committees and represent the committees at Council on an on-going basis.

The role of liaison is as much a pastoral and communication role as an administrative one; liaisons are there when it is helpful and put a friendly face on Council for Committees.

Chairs of all Council committees may attend Council for specific initiatives and important issues.