

# Rideau Park United Church

## 2018 Structural Review

At the last Annual Congregational Meeting in February, we announced the creation of a new committee to take a look at the organizational structure of committees and various groups carrying out the daily work of Rideau Park. This new group is called the Structural Review Committee and began work in the last few months. The committee will gain understanding of existing committees, task groups, activities etc. at Rideau Park. We will do this by reviewing existing documentation and consulting with chairs of groups, as well as our staff, other churches, and any interested parties in the congregation. Our end result will be recommendations for change or confirmation of existing structures. We will take care to ensure that no individuals can be identified from their comments. It is our intention to return this fall to the Congregational Meeting with our preliminary findings, then to issue our final report to the Annual Congregational Meeting held in February 2019.

To gather information, we will meet in person, if possible. We have developed this short document to introduce you to our process and to start you thinking, prior to our meeting. We have included a copy of our Terms of Reference for your information. Please feel free to consult with your committee members or colleagues, or indeed to bring some to our meeting if you think that would be helpful. You may also recommend other groups or individuals that we should be consulting.

We are working hard to ensure that opportunities for feedback are provided on an ongoing basis, as we develop our findings.

Our discussion will cover the following themes:

Committee structure – how often do you meet, how do you make decisions, how is your work supported by staff, what works well now in terms of structure, what doesn't work so well, do you have suggestions for change to structure, do you work with people that might not be in the church database, are accountabilities, responsibilities and lines of communication clear to you

Program – how do you support the life and work of RPUC, what is your most important activity, are there other activities you think your group could or should be doing but are not presently, what do you see is the future of your committee

Linkages to other bodies – what role do you play with respect to other committees or groups, which groups do you interact with most outside of your committee, does your work overlap with other groups either within or outside our congregation, how do you communicate the work of your group to the broader congregation, how do you engage the congregation in your work

Mentoring – how do you attract new members, plan for succession, work to retain and engage your members, do you have enough people to get your work done, have new members joined your group in the last two years, how is work shared amongst committee members, does membership of your group reflect the diversity of the congregation, are there any critical tasks or activities for which there is no backup

Any last thoughts? Other ideas to add or recommendations for the future?

## Structural Review - Terms of reference

### Objectives:

- To gain understanding of current committees, sub-committees (e.g., Refugees, Christmas Cheer), task groups (e.g., Congregational Development), and activities/programs (e.g., Hearsay, Christmas Pageant) - both activities and membership as well as interactions amongst them. As part of this process, to review the Terms of Reference of current committees, and the Constitution of RPUC (latest versions approved in Feb. 2015);
- To confirm or make recommendations for change to existing structures, including responsibilities, authorities, accountabilities, lengths of member terms and lines of communication
- To bring forward recommendations for future structure of committees, groups, and activities

### Membership:

Chair: Patricia Whitridge (Vice-chair of Council)  
Sheila Faure (Trustees Representative)  
Wayne Bond (Session Representative)  
Nadia Senyk (Stewards Representative)  
John Durkee (Congregational Representative)  
Anne Balcombe Cook (Congregational Representative)  
Elizabeth Bryce (Ministry Team Representative)  
Marcia Gosse (Chair of Council, member ex-officio)

### Time frame:

- Report interim findings to fall Congregational meeting.
- Final report to be shared at Annual Congregational meeting in February.

### Approach:

- The group will prepare questions to solicit information.
- Chairs of committees and other interested parties will be contacted for their input and later their feedback.
- The congregation will have opportunities to provide comments and feedback.
- Other United Churches similar to Rideau Park will be approached to discuss their structures and how they function.
- Input will be requested from staff to identify relationships that work well and others that could be improved.

### Key Links to Other Work:

Care will be taken to exchange information on an ongoing basis with the committee working on Congregational Development and anyone working on the Vision and Mission for Rideau Park.