

# Structure and Organization

January 2020

## Context

1. Castlegar-Kinnaird Pastoral Charge (“Castlegar United Church” or “Castlegar UC”) is a community of faith within Pacific Mountain Region of The United Church of Canada.
2. Castlegar UC is an amalgamation of the Castlegar and Kinnaird United Churches (1969) and was previously located on 6th Ave in South Castlegar (1979). It moved to its current location on Merry Creek Rd in 2003.
3. Our current vision is “We envision our church community as vibrant and bold, embodying the reconciling Way of Jesus.”
4. All matters considered in this document remain subordinate to the current version of [The Manual](#) of The United Church of Canada.

## Community of Faith

1. The community of faith is responsible for defining its vision and purpose, and for approving any major decisions that impact the congregation as laid out in *The Manual*.
2. The community of faith shall convene an annual congregational meeting (ACM) to celebrate the previous year’s ministry, approve a budget, and deal with any matters that should properly come before a congregation.
  - 2.1. The ACM shall be held no later than the end of February at a time to be determined by the board.
  - 2.2. The congregation shall be notified at least two weeks in advance of the ACM
  - 2.3. The agenda shall include:
    - 2.3.1. submission of written reports from
      - the minister,
      - the board chair,
      - the treasurer,
      - committees of the board, and
      - other persons reporting activities of the church;
    - 2.3.2. presentation of the financial reports;
    - 2.3.3. presentation of the budget for the upcoming year;
    - 2.3.4. nomination and election of
      - board members;

- Congregation-designated Ministry and Personnel committee members;
  - Trustees;
- 2.3.5. appointment of signing officers and auditor for the coming year; and
- 2.3.6. presentation of any other matters of business which the congregation may wish dealt with at Annual Meeting.
- 2.4. Quorum shall be 10 full members (so long as membership remains below 100).
- 2.5. The rules of order in *The Manual* (Bourinot's Rules of Order) shall serve as the standard of conduct for the meetings.
- 3. Additional congregational meetings may be called to deal with the other matters that should properly come before the congregation. The congregation shall be notified two weeks in advance of a congregational meeting.

## Board

1. Castlegar United Church shall be governed by the church board which is a fiduciary, visionary, and evaluative ministry of the congregation. Between congregational meetings, it shall be the single governing body responsible for the affairs of the community of faith.
2. All board members shall be full members of the community of faith. The regional council may grant exceptions.
3. The term of office for each board member is two years. An individual may serve on the board for 3 consecutive terms (6 years).
4. In the event of an early resignation, the board may appoint a replacement until the next annual congregational meeting at which time an election shall be held for the balance of the term.
5. The board will be made up of 5-7 members that broadly represent the congregation plus the minister. The board roles and special duties are as follows:
  - 5.1. All: ensure faithfulness to the mission of the church; ensure proceedings are legal; and represent the interests of the community of faith.
  - 5.2. Chair: preside over board meetings using a consensus model for decision making; preside over the ACM. Normally the term of the chair is 2 years.
  - 5.3. Vice-chair: same as the Chair when the Chair is absent or as delegated.
  - 5.4. Secretary: keep a record of the proceedings; deal with correspondence; maintain all essential documents and records related to membership, funerals, and weddings; and submit records as requested for review by the Regional Council or General Council.
  - 5.5. Treasurer: conduct the financial management for the day-to-day operation of the church, maintain financial records and present this information to the board as requested. In exceptional cases, the treasurer's term may extend beyond 3 terms (6 years).

- 5.6. 1-3 members at large
- 5.7. Minister: ensures consistency with *The Manual* and recognized statements of faith
6. A quorum shall be 3 (or 4 if the board has 7 members)
7. The board shall make decisions by consensus.
8. The board shall determine the frequency of its meetings at its first meeting.
9. The Ministry and Personnel Committee shall report to the board in accordance with *The Manual*.
10. The Board of Trustees shall report to the board in accordance with *The Manual*.
11. The board shall define the organization, membership, responsibilities and term of any other committees or teams. These groups shall assist the board in fulfilling the mission of the church.