

MELVILLE UNITED CHURCH CONSTITUTION & CHURCH GOVERNANCE



ALL OF YOU ARE CHRIST'S BODY AND EACH ONE IS A PART OF IT (1 COR 12:27)

24159 NAIRN RD., ILBERTON ONTARIO N0M 2A0

IN THE BEAUTIFUL HAMLET OF IVAN

www.melvilleuc.ca



Approved by Melville United Church Congregation: July 7, 2025

Approved by Antler River Watershed Regional Council: August 6, 2025

Table of Contents

PREAMBLE

Table of Contents	2
Mission Statement.....	3
Land Acknowledgement.....	3
Church Governance	3
Church Accountability.....	3
Conflict Resolution.....	3

CHURCH COUNCIL

Church Council Membership Overview.....	4
Glossary and Abbreviations.....	5
Church Council Responsibilities.....	6-7
Constitution Review and Amendments Protocols.....	7
Positions on Church Council.....	7-8
Eligibility for Membership on Church Council	8
Procedures For Making Decisions and Voting.....	8-9
How Church Council Votes.....	9
Frequency of Church Council Meetings.....	9
Electing Members to Church Council.....	9-10
Church Council Meetings.....	10
Terms of Office.....	10
Resignations.....	10
Responsibilities of Church Council Members	10-14

BOARDS & STANDING TEAMS

Board of Trustees.....	15-16
Ministry & Personnel Team.....	16
Finance Team.....	17
Property & Stewardship Team.....	18
Special Events Team.....	19
Community Outreach Team.....	19-20
Congregational Life Team.....	20-21
Appendix “A” (Internet Website references.....	22

MELVILLE UNITED CHURCH

CONSTITUTION AND CHURCH GOVERNANCE

PREAMBLE

MELVILLE UNITED CHURCH MISSION STATEMENT

To create an inclusive and open community in a Christ-centered faith journey.

LAND ACKNOWLEDGEMENT

We thank the Chippewas of the Thames First Nation peoples for the use of their land. As a church we will continue, through this constitution, to treat this land with respect and gratitude to God and to the First Nations people. Miigwech

GOVERNANCE

Melville United Church's Church Council model of governance promotes accountability, diversity, responsibility for all aspects of the ministry, and broad lay participation using a shared leadership model.

ACCOUNTABILITY

Melville United Church is a Pastoral Charge of the United Church of Canada. The Congregation of Melville United Church lives in covenant with the Antler River Watershed Regional Council (ARWRC) with mutual responsibilities for the life and mission of the community of faith, and for fulfilling its responsibilities under the covenant.

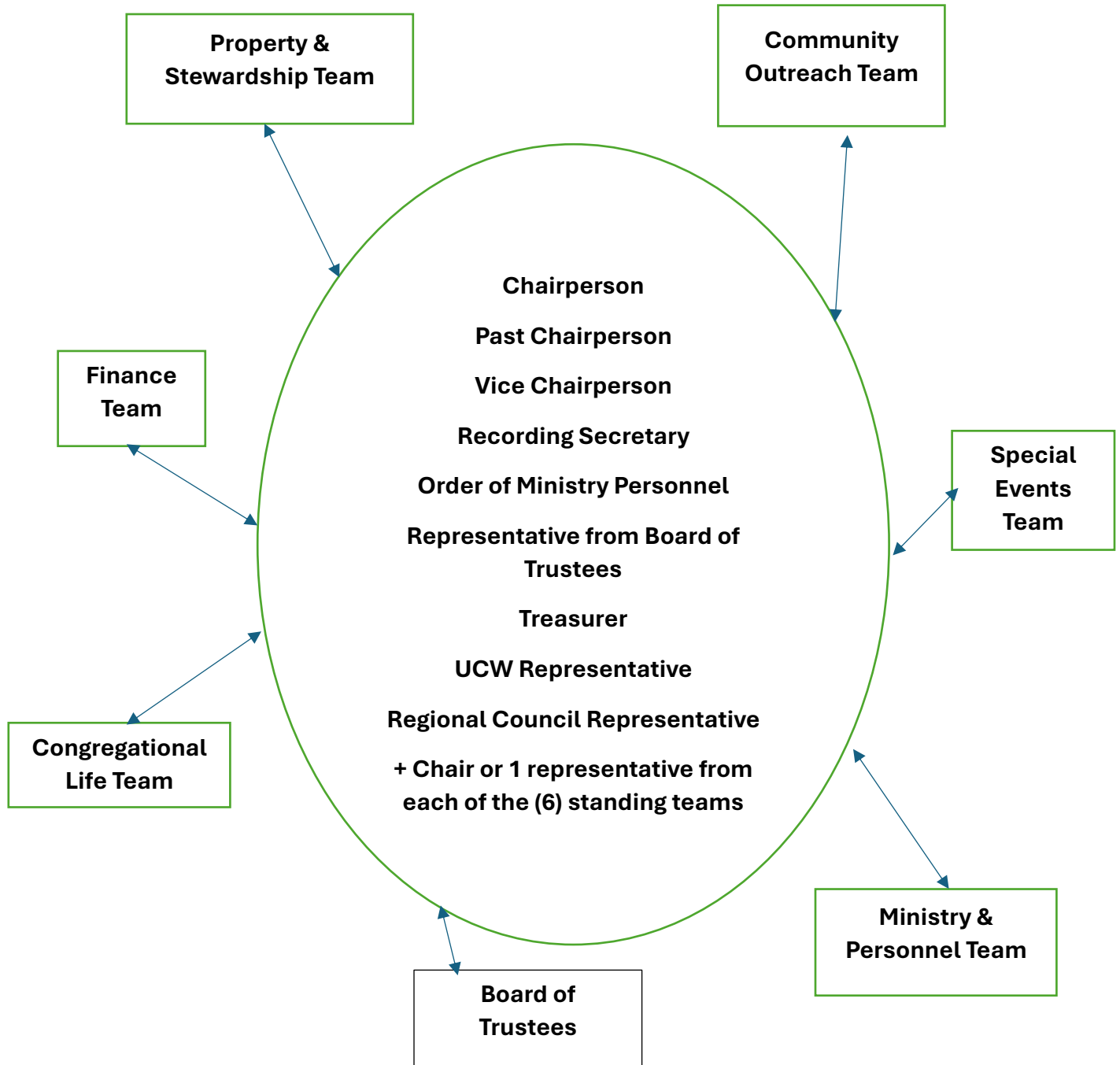
CONFLICT RESOLUTION

We acknowledge that conflict is a normal part of human relationships and organizations. Melville United Church will resolve conflict guided by Matthew 18:15-17a

If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church ...

The conflict resolution model used for the Melville constitution document is also based on The Dispute Resolution Handbook (October 2019) of The United Church of Canada. (Refer to Appendix "A" Pg. 22)

Melville Church Council



GLOSSARY AND ABBREVIATIONS

UCC – The United Church of Canada

ARWRC – Antler River Watershed Regional Council

Members of the congregation – Definitions from The Manual 2024 (p. 57-59)

- Children of full members and children who have been baptized but have not yet become full members.
- Full members: A member becomes a full member through one of the following ways: adult baptism and profession of faith; confirmation; reaffirmation of faith; or a certificate of transfer.
- Adherents: An adherent of a congregation is a person who contributes regularly to the life and work of the congregation but is not a member or full member. The church council is responsible for deciding who is an adherent.

Standing teams - Teams of council that exist on an ongoing basis without any time limit.

Interim task groups – Groups or committees of council that exist only for a particular time to complete a particular task.

Governance - The structure of authority and processes of decision-making used by a congregation.

Order of Ministry - The ordained or diaconal leadership of the congregation or pastoral charge. Diaconal and ordained ministers are accountable to the United Church through regions.

Pastoral Charge - The basic unit of organization in The United Church of Canada. A pastoral charge can consist of one or more congregations.

Quorum - The minimum number of members of a congregation's governing body required to transact official business.

A Community of Faith - Any community of people within the United Church that
a) gathers to explore faith, worship, and serve; and
b) is recognized as a community of faith within the United Church by the regional council through a covenantal relationship between the community of faith and the regional council.

Ministry Personnel - A general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply.

CHURCH COUNCIL

1. RESPONSIBILITIES OF THE CHURCH COUNCIL

- The Church Council shall be generally responsible for exercising leadership in the care and oversight of the spiritual life and interests of Melville United Church.
- The Melville congregation will meet at least annually. This meeting (Annual Congregational Meeting) will be held as early as possible in the calendar year. Notice of the meeting must be read during public worship on two Sundays prior to the meeting. The Annual Congregational Meeting format will be guided by ARWRC toolkit <https://arwrcucc.ca/wp-content/uploads/2022/12/Annual-Meetings-Best-Practices-.docx>. Annual congregational reports will be guided by ARWRC toolkit <https://arwrcucc.ca/wp-content/uploads/2022/12/Annual-Reports-Best-Practices.docx> Please refer to the web sites in the appendix found at the end of this document. (Refer to Appendix “A” Pg. 22)
- The Church Council’s specific responsibilities are set in accordance with The Manual of The United Church of Canada (The Manual), which includes the governance requirements for all communities of faith within The United Church of Canada. The Church Council is responsible to the congregation in the governing and conduct of the affairs of Melville United Church.
- The Church Council is responsible for assigning and overseeing the implementation of church policies.
- All standing teams, the Board of Trustees, interim task groups and representatives to the regional council are accountable to the Church Council. All other organizations and groups in the congregation are also accountable to the Church Council. The Church Council is responsible for approving new organizations and groups within the congregation.
- The Church Council is responsible for distributing the draft council meeting minutes to council members for consideration. After they have been approved by Church Council members, they will be electronically stored and communicated to the congregation.
- The Church Council arranges to monitor and update the Melville website and social media (eg. facebook) on a regular basis.
- The Church Council is responsible for ensuring that a technical support group is in place to maintain the audio and visual equipment, provide support to the worship leaders with presentation software, and organize livestreaming of worship services.
- The Church Council coordinates public relations material and arranges for advertising of special events or worship as needed on behalf of all congregational Teams and Groups.

- The Church Council will make provisions to engage youth and young adults in its life and work.

2. CONSTITUTION REVIEW AND AMENDMENT PROTOCOL

- The Constitution is available to all members of the Church Council and to the Melville congregation. The constitution will be available through the church's website and in printed format in the church office.
- The Church Council will review and update this constitution every three years after the most recent edition of The Manual has been made available or may be reviewed at any time.
- The constitution must be amended by a two-thirds majority of those members present at a congregational meeting.

3. POSITIONS ON CHURCH COUNCIL

Melville Church Council membership shall consist of the minister, the chair, vice chair, past chair, treasurer, secretary, the leader of each of the standing teams of council, a representative from each of the Board of Trustees, and the UCW, and a representative to the Antler River Watershed Regional Council.

Members of Melville United Church Council:

Past Chairperson

Chairperson

Vice Chairperson

Recording Secretary

Order of Ministry Personnel

Representative from Board of Trustees

Treasurer

UCW Representative

Regional Council Representative

+ Chair or 1 representative from each of the (6) standing teams

Standing Teams:

M&P Team

Finance Team

Property & Stewardship Team

Congregational Life Team

Community Outreach Team

Special Events Team

4. ELIGIBILITY FOR MEMBERSHIP ON CHURCH COUNCIL

- All members of the Church Council must be full members of the congregation. (See glossary Pg 5).
- Adherents may be members of the Church Council if approved by ARWRC.

5. CHURCH COUNCIL PROCEDURES FOR MAKING DECISIONS AND VOTING

- A quorum for Church Council meetings is 8 members.
- A vote may be taken by show of hands or by ballot as determined by the Church Council. Voting may be done by telephone or electronic means if all voters can communicate with one another at the same time. Exceptions for decisions by e-mail are listed in The Manual 2024, p. 192, section 3.4.2. (Refer to Appendix “A” Pg. 22)
- Church Council members must be satisfied that they have had adequate time to read documents and for questions, discussion and discernment before a vote is called. To this end, when time permits, documents pertinent to Church Council decisions should be made available to Church Council members sufficiently prior to the Church Council meeting at which the decision is to be made to allow members to fully read through the documented material. Church Council members may ask for more time to read documents or to discuss the matter with the teams and organizations they represent before a vote is called. If time permits before the decision needs to be made, this extra time should be granted.
- Any Church Council member may ask to speak to a point of procedure at any time during the discussion or vote.
- After calling a vote, the chair shall ask for all in favour, all opposed, and any abstentions. A Church Council member can ask to have their reason for abstaining recorded in the minutes.
- Voters must be participants in the meeting where the voting takes place. Voting may not be by proxy or mail-in ballot. Church Council members are informed by

discussions with the team or organization they represent; however, they decide for themselves how they will vote on any matter. (See The Manual 2024, p. 64, “Voting” and p.190-3, “Meeting Procedures”.) (Refer to Appendix “A” Pg. 22)

6. HOW CHURCH COUNCIL VOTES

- The chair of Church Council calls a vote, counts the votes and declares the motion carried or defeated. The chair votes only if there is a tie. All other members of Church Council can vote. Each time a vote is called, the minister(s), vice-chair, past chair, secretary and treasurer each have one vote. The leader of each team has one vote. (If a team has co-leaders, they share only one vote.) If unable to attend a Church Council meeting, a team leader may choose another member of their team (who is a full church member) to attend as an alternate and this alternate has one vote. Representatives of the Board of Trustees and UCW have one vote each.
- If more than one representative to the Regional Council is present at the church council meeting, they share only one vote. There are no proxy or mail-in votes at council.
- The treasurer must recuse themselves from voting on financial matters before council.

7. FREQUENCY OF CHURCH COUNCIL MEETINGS

- The Church Council meets at least every other month, or at the call of the minister or Church Council chair, or upon the written request of five members of the Church Council. The Church Council chair may call a special meeting between regular meetings if necessary.

8. PROCESS FOR ELECTING MEMBERS TO THE CHURCH COUNCIL

- The Melville congregation elects all members of the Church Council, the members of the standing teams, the members of the Board of Trustees, and the representatives to the regional council. The UCW representative on Church Council is elected by UCW members.
- The process for election is as follows: A slate of nominees for all positions on the council, for membership on standing teams, on the board of trustees, and for representatives to the regional council, is presented to the church council for approval prior to the annual congregational meeting.
- The slate of nominees is organized by a nominating committee. The 3 members of the nominating committee are Chair of the Congregational Life Team, Chair of the Property and Stewardship Team and a member from the UCW. Following Church Council’s approval, the slate is included in the annual report to the congregation.
- At the annual congregational meeting, the congregation votes on a motion to approve the slate of nominees for the upcoming year. Any person nominated from the floor during the annual congregational meeting must be present at that meeting.

- Any Church Council member can resign at any time. New members for the vacant position(s) may join between annual congregational meetings. New members must be approved by Church Council for the interim until they are elected by the congregation at the next annual congregational meeting with the exception of UCW representatives.

9. ORGANIZATION OF CHURCH COUNCIL MEETINGS

- The standing agenda for Church Council meetings is as follows: Inspirational reflection, declaration of conflict of interest, approval of the agenda, approval of past minutes, correspondence, minister's report, business arising from previous meetings, team reports, new business, reminders, benediction, and motion to adjourn.

10. TERMS OF OFFICE

- The positions of chair, vice chair and past chair will begin following the annual congregational meeting at which the vice chair is elected by the congregation. This is a total commitment of three years. The position of vice chair is a one-year term. Upon completion of that term, the vice chair will become chair for a one-year term. Following that term, the chair will become past chair for a one-year term.
- There are no set terms of office for treasurer and secretary.
- Team leaders may hold office for a maximum of four consecutive years, but council may approve a longer term of one additional year if required or requested.
- Team members may be on a particular team for two consecutive, three-year terms for a maximum of six years. It is recommended that a one-year break be taken before entering into a new position and renewed terms of office. After their one-year break, former members of a team are encouraged to join a different team than the one they previously served on.

11. RESIGNATIONS

- Any member of the Church Council, team leader or representative, any member of a standing team, the Board of Trustees, the UCW or an interim task group, or any representative to the regional council may resign at any time regardless of their term of office.
- Team members must submit a written resignation to their team leader, who will give it to the chair of council before the next Church Council meeting. Members of the Board of Trustees must submit a written resignation to the congregation. All other Church Council members and all representatives to the regional council must submit a written resignation directly to the chair of the Church Council.

12. RESPONSIBILITIES OF CHURCH COUNCIL MEMBERS

a) Chair

- The chair preserves order and equity, to take the vote, and to announce whether the motion is carried or defeated.

- The chair has a vote only in the event of a tie. The chair needs to always have a finger on the pulse of the community of faith. As an ex-officio member of all the teams and groups, the chair should be aware of any major undertakings or upcoming events. Much of this information can be shared with the chair, along with the rest of the council, at regular council meetings, however, some important information will need to be communicated with the chair between meetings.
- The chair should be available to the minister for consultation and ideas. The council may appoint interim task groups to undertake special projects. The council chair is not required to sit on all these task groups or take part in all the projects, but the chair does need to ensure that the task groups are formed, and the projects are completed. The chair is to ensure that all new team leaders are briefed on the church constitution, their responsibilities as team leader and their team's statement of purpose and responsibilities.
- The chair and the past chair are responsible for the mentoring of the elected vice chair.

b) Vice Chair

- The vice chair can assume the responsibilities of the chair during the chair's absence and offers support to the chair when required. Other special projects may also be taken on by the vice chair.
- The vice chair is responsible for assembling reports from the various Church Council teams prior to each council meeting and for the distribution of reports to all members of council.

c) Past Chair

- The past chair attends all council meetings and is available during the chair's term to offer support to the chair and can assume the duties of the chair during the absence of the chair.
- The past chair oversees the completion of projects that began while they were chair and continue to require some attention. The past chair may lead an interim task group to review and update the constitution and governance policy as required.
- The past chair and chair are responsible for the mentoring of the elected vice chair.

d) Recording Secretary

- The secretary takes the minutes of council meetings. The draft minutes will be reviewed by Church Council members prior to being communicated to the congregation and posted in a public area of the church.
- The secretary is responsible for the storage of all church council and congregational meeting minutes and congregational records.

e) Treasurer

- The treasurer is part of the Finance Team and is responsible for overseeing the financial operations of the community of faith and for preparing financial statements for presentation at meetings of the finance team, church council, and Board of Trustees.
- The Treasurer presents the financial statements at the Annual Congregational Meeting. (See The Manual 2024, p.70, section B.7.6.3 and p.127, section G.4.3 “Finance”.)

f) Team Leaders

- The team leaders are the liaisons between the church council and the standing teams.
- A team leader is elected by members of their team for a maximum term of four years. They are responsible for attending council meetings, reporting on the plans, successes and challenges of the team. They report back to the team about discussions and decisions of council.
- When a vote is pending at council, team leaders are to make time at a team meeting ahead of the vote for presentation, questions and discussion of the matter to be voted on.
- Team leaders are informed by discussions with their team members and represent their team by sharing the team’s views at council meetings. However, at council meetings, team leaders are to be open to hearing the views of other council members and teams, and to new information they may learn, and decide for themselves how they will vote. (See The Manual 2024, p. 64, “Voting” and p.192-3, “Meeting Procedures”).
- Team leaders must ensure that their team reviews and updates its statement of purpose and responsibilities regularly and new team members are given a copy.
- When a member of a team resigns, the team leader is responsible for informing the chair of the Church Council. When a new member joins a team, the team leader will inform the council chair, who will ask for a vote from council to approve the new team member for the interim until the congregation votes at the next annual general meeting.
- Each team leader is required to ensure that the team prepares a report to be included in the annual report to the congregation prior to the annual congregational meeting.
- Each year, team leaders submit a request for funding of expected team expenses to the council treasurer in preparation for the annual budget.
- In the absence of team leader at council the team appoints a representative.

g) Representatives: Board of Trustees, Regional Council, UCW

These representatives are the liaison between the church council and the organization they represent. They are responsible for attending council meetings and reporting on

plans and activities of that organization, and for reporting back to that organization about matters discussed and the decisions made at council.

h) Church Council General Responsibilities

The church council is responsible for:

- Maintaining and revising the historic and current membership roles.
- Determining the requirements for being an adherent and maintaining a list of current adherents.
- Maintaining and revising a congregational contact email list.
- Maintaining a record of baptisms and marriages.
- UCC annual pastoral charge statistical report.

i) General Responsibilities of Church Council Teams

- Standing teams of the church council should have the minimum number of members as specified in this constitution for each individual team. If the team's membership drops below the specified number of members, the team should invite new members. If the team has difficulty finding new members, the team leader should bring the issue to the council for discussion.
- Each team may add members and is encouraged to consider a diversity of people and those new to our congregation.
- Team members who join a team between annual general meetings must be approved by the church council for the interim until the congregation votes at the next annual congregational meeting. Team members can be full members, members or adherents. (See glossary p. 5).
- The minister(s) are ex-officio members of all church council teams and interim task groups with the exception of Ministry and Personnel and a nominations or search committee.
- Teams will meet at a regularly scheduled time and date convenient to each individual team, or at the call of the team leader.
- After the minutes of each meeting have been approved by the team, they must be emailed or delivered to the Church Council secretary. The team leader and secretary ensure this task is completed.

j) Corresponding with Council

Any congregational member wishing to correspond with council may send a personal email or signed letter addressed to the chair of council. The chair should contact the sender to verify and acknowledge the letter and read it at the next council meeting. If the matter addressed has been resolved before the next council meeting, the chair should inform the sender and acknowledge, but not necessarily read, the letter at council.

k) Regional Council Representative

Responsibilities

- The Regional Council Representative is elected by the congregation at the Annual Congregational Meeting and serves a 1-year term. There is no limit to the number of consecutive terms allowed.
- Based on having less than 100 members, the Melville congregation is entitled to elect one representative as a voting delegate to the Antler River Watershed Regional Council of The United Church of Canada.
- The Regional Council Representative serves to strengthen the covenant relationship that unites Melville United Church congregation, church council, Antler River Watershed Regional Council and The United Church of Canada.
- The Regional Council Representative attends 2 yearly regional council meetings and other meetings as required. Between meetings the representative performs a information liaison role.
- The Regional Council Representative communicates the decisions and actions of ARWRC to the congregation and Melville church council.
- The Regional Council Representative reads all documents and other resources distributed by the regional council in advance of the annual congregational meeting and interim meetings in order to participate in discussions and discernment of the issues to communicate the decisions and actions of the ARWRC to the congregation and Melville United Church council.

l) UCW Representative

- The UCW representative on the church council is appointed by the UCW. The term of office on the council is determined by the UCW.

Church Boards & Standing Teams

Board of Trustees

Purpose

The Board of Trustees holds and administers all property entrusted to Melville United Church in trust and for the benefit of the congregation. The board is selected and performs duties as outlined in the United Church of Canada Manual 2024, section 259 to 262, Appendix 11, Schedule B. (Refer to Appendix “A” Pg. 22) Actions of the Board of Trustees shall be guided by the most current Board of Trustees Handbook issued by The United Church of Canada. (Refer to Appendix “A” Pg. 22)

The Board of Trustees is accountable to the congregation and is not a team of the church council. However, the chair of the Board of Trustees (or another trustee whom the Board of Trustees elects for this task) reports to, and has a vote at, council meetings and reports back from council to the Board of Trustees. The representative to the council must be a full member or approved adherent.

Responsibilities

- The Board of Trustees has 4 members elected by the congregation at the annual congregational meeting.
- The basic term of office of trustees should be staggered for continuity of service.
- The Board of Trustees is responsible for all legal matters pertaining to the Melville congregation and all related property. The Board of Trustees is also responsible for ensuring that Melville property is adequately insured.
- The Board of Trustees is accountable to both the church council and the congregation and takes direction from the council when necessary and appropriate.
- The Board of Trustees may consist of full members and adherents of the congregation; however, the majority of trustees must be full members. The Board of Trustees elects a chair and a secretary.
- All new Board of Trustees members are required to familiarize themselves with their responsibilities. (Refer to the link <https://united-church.ca/sites/default/files/2021-04/trustees-handbook.pdf>.) (Refer to Appendix “A” Pg. 22)
- The Board of Trustees is responsible for oversight of the manse whether used by the minister or if the manse property is used as a rental property.
- The Board of Trustees collaborates with the Finance Team to acquire investments for Melville church assets that are sound and prudent.
- The Board of Trustees collaborates with the property committee regarding church and manse maintenance, repair and upkeep.

- The Board of Trustees makes recommendations to the Church Council for the approved uses of the church by external groups.

MINISTRY AND PERSONNEL (M&P) TEAM

Purpose

To be the leaders who create and maintain a safe and healthy workplace to support the congregation and ministry personnel. The work of the Ministry and Personnel Team is mandated by The United Church of Canada.

Responsibilities:

- The Ministry and Personnel Team has 4 members elected by the congregation at the annual congregational meeting.
- Ministry and Personnel Team members are encouraged to familiarize themselves with the ARWRC toolkit pertaining to M&P Committees <https://arwrcucc.ca/toolkits>. and United Church of Canada resources <https://united-church.ca/leadership/supporting-ministry/ministry-and-personnel-committee-resources>. (Refer to Appendix “A” Pg. 22)
- The M&P Team meets at least quarterly and more often if necessary.
- The M&P Team does not have decision-making authority on significant issues relating to the status, conditions of employment, or compensation of employees. The M&P Team can, however, make recommendations to the church council.
- The M&P Team provides pulpit supply for worship when the minister is on vacation, study leave, sick leave, and during minister search periods.
- The M&P Team’s goal is to create a safe, productive and enjoyable work environment that enables staff members to serve Melville to their fullest potential.
- The M&P Team facilitates communication to promote stronger working relationships among the Minister, the church council and the Melville Congregation.
- The M&P Team is tasked with assisting all Melville’s staff members, including the Minister of the Community of Faith, in their work.
- The M&P Team is involved with coordinating the hiring of non-ministerial staff and is responsible for human-resources related issues for all Melville staff, as well as the administrative work that accompanies their employment..

Finance Team

Purpose

The Finance Team performs functions that are crucial in the stewardship of the financial resources entrusted to Melville by its members, adherents, and other groups. The team is key to enabling Melville to carry out its mission and plays an important role in ensuring Melville's compliance with government legislation and with policies of The United Church of Canada (See Bylaws G. Congregational Life, Section G.4 of The Manual) (Refer to Appendix "A" Pg. 22) for details responsibilities associated with Finance.

Responsibilities

- The Finance Team has 5 members elected by the congregation at the annual congregational meeting (treasurer, assistant treasurer, payroll co-ordinator + 2 members).
- The Finance Team Chairperson and Secretary are elected from among the team members.
- The Finance Team prepares an annual church budget and presents it for approval at the annual congregational meeting.
- The Finance Team collaborates with the Board of Trustees to acquire investments for Melville church assets that are sound and prudent.
- The Finance Team ensures that Melville's financial records are properly maintained and backed up.
- The Finance Team oversees the various means by which members donate funds to the church, including offering envelopes, PAR program, special donations and other means of contributing.
- The Finance Team is responsible for having a person perform envelope steward duties, banking duties and bookkeeping duties.
- The Treasurer submits reports for HST rebates, submits annual charities report to CRA, issues tax receipts, pays invoices, etc.
- The Treasurer is responsible for maintaining proper confidentiality when dealing with everyone's financial information.
- The Treasurer prepares the year end financial statement and arranges for auditing.
- The Assistant Treasurer is part of the Finance Team to collect the plate money at worship, pay bills, etc., when the treasurer is absent. The assistant treasurer has all the same banking privileges as the treasurer.
- The Payroll Coordinator is part of the Finance Team to fulfill the payroll duties of the church in collaboration with the M&P Team.

Property & Stewardship Team

Purpose

To be the leaders who manage the church and manse properties to support the congregation in their mission service with God. The team invites congregation members to thoughtfully reflect and act upon the meaning of stewardship and the personal gifts one has to offer.

General Responsibilities

- The Property and Stewardship Team has 8 members elected by the congregation at the annual congregational meeting.
- The Property and Stewardship Team Chairperson and Secretary are elected from among the team members.
- The Property and Stewardship Team prepares a summary of each of the Team's meetings to be forwarded to the secretary prior to the next regularly scheduled church council meeting.

Responsibilities for Property Management

- The Property and Stewardship Team cares for the physical properties of Melville and oversees management of its upkeep and repair.
- The Property and Stewardship Team works in collaboration with the church minister, employees and contract suppliers.
- The Property and Stewardship Team organizes and plans the schedules for regular maintenance of equipment and upkeep of the church property.
- The Property and Stewardship Team collaborates with Church Council and Board of Trustees Team when repairs are determined to be major in nature.
- The Property and Stewardship Team collaborates with M&P Team regarding Health & Safety protocols.

Responsibility for Stewardship

- The Property and Stewardship Team is responsible for oversight of all stewardship programs at Melville.
- The Property and Stewardship Team organizes fund-raising activities to help maintain an appropriate level of financial support for Melville.
- The Property and Stewardship Team initiates, educates and stimulates the congregation to support special fund-raising projects and encourages all congregational members to participate in the fund-raising efforts.

Special Events Team

Purpose

To provide oversight and support for congregational group activities.

Responsibilities

- The Special Events Team is a nonelected volunteer team of a minimum of 2 people with no term of office.
- The Special Events Team prepares a summary from each of the team's meetings to be forwarded to the secretary prior to the next regularly scheduled church council meeting.
- The Special Events Team chair is a member of church council.
- The Special Events Team organizes group activity for the congregation or provides back up to people or groups who want to organize group activities for the congregation.
- The Special Events Team co-ordinates congregation members who organize monthly birthday lunches.

Community Outreach Team

Purpose

In response to God's deep love for us, the Community Outreach Team seeks to live and serve as Christ's hands and feet in the world. In our community and around the world, the Community Outreach Team and our whole church family is at work sharing God's love and serving God's purpose.

Responsibilities

- The Community Outreach Team has a minimum of six persons.
- The Chairperson and Secretary are elected from among the team members.
- The Community Outreach Team prepares a summary from each of this team meetings to be forwarded to the secretary prior to the next regularly scheduled church council meeting.
- The Community Outreach Team promotes the activities of the congregation throughout the community.
- The Community Outreach Team arranges to monitor and update the Melville website on a regular basis.

- The Community Outreach Team coordinates public relations material and arranges for advertising of special events or worship as needed on behalf of other congregational teams and groups.

CONGREGATIONAL LIFE TEAM

Purpose

The Congregational Life Team provides deeply spiritual, scripturally centred, vibrant and relevant worship experiences that include the whole people of God. Through scripture, prayer, the Sacraments, and music, the community of Melville is invited into a deeper relationship with God, lived through the ministry of Jesus Christ.

The Congregational Life Team offers compassionate concern, assistance, support, nurture and prayer to Melville's congregation. The Team is responsible for oversight of all pastoral care offered by Melville and works in collaboration with the Minister to do this.

The Congregational Life Team provides leadership, direction, encouragement and oversight for all Christian education programs conducted by Melville. It is devoted to the Christian nurture, discipleship and development of faith in all who call Melville their faith home.

Responsibilities

- The Congregational Life Team has 5 members elected by the congregation at the annual congregational meeting.
- The Chairperson and Secretary are elected from among the team members.
- The Congregational Life Team regularly connects with all people in the congregation to offer support to those who need healing love, not just those in crisis. The Team also celebrates in a multitude of ways, with those who call Melville home.
- The Congregational Life Team prepares and administers a pastoral care program for the congregation. This work may include support from congregational members outside the team. The team inform the Minister of any special needs that are expressed by people in the congregation.
- The Congregational Life Team provides support for the Sunday School by collaborating with the superintendent, teachers and minister.
- The Congregational Life Team collaborates with the minister in planning worship services.
- The Congregational Life Team arranges communion dates and assists the minister in preparing and administering of the holy sacraments.
- The Congregational Life Team collaborates with those providing music ministry during worship and at other times for the congregation.
- The Congregational Life Team arranges for the posting of sanctuary banners and symbols during the changes in the church calendar.

- The Congregational Life Team maintains an emergency call list and makes calls to people if worship is cancelled.
- The Congregational Life Team makes recommendations to the Board of Trustees and church council regarding use of the sanctuary by external groups.
- The Congregational Life Team oversees congregation members who organize the worship greeters, lighting of the Christ candle, etc.

APPENDIX “A”

Note: The internet website information referenced in this document is listed below and is current to date of approval by Melville United Church congregation – July 7, 2025.

The United Church of Canada Manual - <https://united-church.ca/sites/default/files/2024-01/the-manual-2024.pdf>

The Dispute Resolution Handbook (October 2019) - https://united-church.ca/sites/default/files/handbook_dispute-resolution.pdf

ARWRC Annual Congregational Meeting Toolkit - <https://arwrcucc.ca/wp-content/uploads/2022/12/Annual-Meetings-Best-Practices-.docx>.

ARWRC Annual Congregational Reports Toolkit - <https://arwrcucc.ca/wp-content/uploads/2022/12/Annual-Reports-Best-Practices.docx>.

The United Church of Canada M&P Handbook - https://united-church.ca/sites/default/files/ministry-personnel-committees_policy-procedures-practices.

The United Church of Canada Board of Trustees Handbook - <https://united-church.ca/sites/default/files/2021-04/trustees-handbook>.

The United Church of Canada M&P Handbook - <https://united-church.ca/leadership/supporting-ministry/ministry-and-personnel-committee-resources>.