

Norval United Church

GOVERNANCE MODEL

V1.0

Prepared By: Executive Team
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Revision History

Version	Date	Description	Author
0.1	02/01/2012	Initial Draft	Executive Team
0.2	01/24/2013	Revised – add Vice Chair	Executive Team
0.3	07/14/22	Revised	Executive Team
0.4	09/14/24	Revised	Executive Team

Norval United Church Governance Model

Executive Team

Background

The Executive Team (Executive) of Norval United Church will fulfill the duties, obligations, and responsibilities of the Official Board as described in The Manual (2024) of The United Church of Canada.

The Executive Team is a group responsible for the day-to-day operation of Norval United Church. The Executive is empowered by the congregation at the Annual Meeting to make decisions concerning finances, personnel, and other major issues that impact the life and work of the congregation. The Executive will consider ideas about the growth and direction of the congregation and will ensure proper communication with the congregation.

The Executive reports officially to the congregation through the Annual Meeting, typically held in early March. The Executive will communicate as needed with the congregation through services of worship, through the Sunday bulletin, via Norval Online, our website and other means determined appropriate

When the Executive feels there are issues of significance and importance to the congregation the Executive, through the Chair, will call a Congregational Meeting.

The Executive is mutually accountable, committed to God, to one another, and to the Vision, Mission, Statement of Inclusion and Core Values of Norval United Church.

Composition

The Executive is made up of the following:

- A minimum of 8 Team Members selected from the congregation
 - (One of these Team Members will be selected Chair and one will be selected Vice-Chair)

Including, but not limited to:

- Secretary to the Executive Team
- Treasurer of the Congregation
- Ministry and Personnel (M&P) Chair
- Worship Team Chair
- Property Team Chair
- Facilities Rental Representative
- Minister of Word, Sacrament, and Pastoral Care (non-voting)
- Minister of Youth and Young Families (non-voting)

Terms of Service Best Practices

We aim for a minimum of a 3 year term and at that time members may decide if they wish to retire. Their term will be revisited once they have served for 5 years.

No more than 2 people should retire from the team in any one year.

The Nominating Committee, when called upon, will seek individuals to fill empty positions on the Executive and the members will be ratified at the annual meeting.

The Secretary and Treasurer will be chosen by the Nominating Committee and confirmed by the Annual Meeting, as required.

A Chair and a Vice-Chair of the Executive will be chosen by the Executive.

Meetings

The Executive will meet monthly except for July and August. Additional meetings, as required, may be called by the Chair, Vice-Chair, Team Members, or the Ministers.

A quorum at any meeting of the Executive when 1/3 of the members are present. (United Church Manual 8.7.7.4)

A quorum requires the attendance of the Order of Minister person settled in the pastoral charge or a representative appointed by Horseshoe Falls Regional Council.

Responsibilities

1. Financial. The Executive will ensure effective and responsible financial management of Congregational resources. It will strive to ensure that the Congregation lives within its approved annual budget and will deal with exceptional circumstances that arise. The Executive will review the Financial Statements of the Church on a monthly basis and consider recommendations of the Finance Team.

2. Program oversight. The Executive will provide oversight to all teams, groups, committees, and programs of Norval United Church. This oversight includes providing support and ensuring the viability of the team, group, committee, or program, and ensuring that they are in line with the Vision, Mission, Statement of Inclusion, and Core Values of Norval United Church

There are certain key areas that fall under the direction of the Ministry Team. The Minister connected to those areas will have direction and implementation responsibilities for those areas. The Executive will be kept informed and apprised of the activities and development within those key areas and will participate in those areas when asked and invited by the particular minister. The Executive will make comment and raise questions on any of these groups and teams under the direction of the Ministry Team and may step in if it feels those key areas are in need of support.

The Executive will seek to encourage the congregation to discover new and different ways of responding to God's call in our lives. The Executive will promote the development of new initiatives. The Executive will also ensure that Congregation members feel encouraged and supported to dream dreams springing from our Vision, Mission Statement, Statement of Inclusion, and Core Values. The Executive will do all it can to support the dreaming of those dreams and their fulfillment.

On a scheduled basis determined by the Team Members, the Executive will review teams, committees, or groups of the church at each meeting. This review will include consideration of the purpose, goals, and actions of the particular group. Over the course of a year all the groups of the church may be considered.

3. Planning. The Executive will set the direction, set the goals, set the tone of Norval United Church. The Executive will seek to answer questions - Who are we in God? What are we called to be? How do we live out that calling?

The Executive will review the Vision Statement, Mission Statement, Statement of Inclusion and Core Values of the congregation to ensure that they continue to reflect the Congregation and the Congregation's sense of itself and its calling.

The Executive will meet either annually or bi-annually to spend focused time on these planning responsibilities. This meeting or these meetings will be in addition to the ten meetings planned in a year.

4. Communication. Effective and responsible communication is one of the keys to the overall well-being of congregation members. The Executive will strive to find ways to invite and obtain input from the congregation and also provide information on a consistent basis to the congregation through the Office Administrator, Norval Online, Congregational Meetings, our website and any other means.

Groups, Teams, and Committees

To fulfill its Vision and Mission the Congregation of Norval United Church has a number of groups, teams, and committees.

The groups, teams, and committees of the church will operate on their own. They will develop their goals, work within their budget, and do their ministry in line with the Vision, Mission, Statement of Inclusion, and Core Values of Norval United Church.

There are certain groups in the church that are directly connected to either the Youth and Young Families Minister or the Minister of Word, Sacrament, and Pastoral Care. There are other groups that are directly connected to the Executive Team.

All of the various groups of the church who are responsible to a Minister will connect to the Executive Team through the Minister.

All of the various groups of the church who are responsible to the Executive Team will connect directly to the Executive Team. Issues, questions, and concerns can be brought to the Executive through the Chair or any member of the Executive.

When an issue is brought to the Executive Team it will be reviewed and a member of the Executive will be assigned by the Team to be the liaison for the group bringing the issue. Over the course of time natural connections will develop between certain Executive Members and specific groups, teams, and committees of the church.

The groups, teams and committees that are the responsibility (that is, they fall under the direction and implementation) of the Youth and Young Families Minister include:

- Sunday morning children's programming, including from Infant care through the High School class
- Youth Groups
- Youth Summer programs
- Confirmation Class
- Young Adult programs
- Young Family programming
- Outreach

The groups, teams and committees that are the responsibility (that is, they fall under the direction and implementation) of the Minister of Word, Sacrament, and Pastoral Care include:

- Worship
- Administration of the Church
- Pastoral Care
- Visioning and Planning
- Trustees
- Executive
- Affirming Ministry Team

Position Description for Executive Team Member

The Executive Team is mutually accountable, committed to God and to one another, and committed to the Vision, Mission, Statement of Inclusion, and Core Values of Norval United Church. Team Members will be supported by the Ministry Team, by other paid staff, by other Executive members, and by the Congregation.

Expectations of an Executive Team Member

Team Members will:

- Have a commitment to God, Norval United Church, and people both within the congregation and in the broader community.
- Be active in the life of Norval United Church and consider Norval United their church home.
- Seek to grow spiritually and support Executive Team members in their own faith journey.
- Understand and live out to the best of their ability the Vision, Mission, Statement of Inclusion, and Core Values of Norval United Church and encourage and inspire others to do the same
- Commit to attend all meetings whenever possible and to be prepared to discuss the agenda items at those meetings.
- Be prepared to take on additional tasks and responsibilities with respect to the groups, teams, and individuals within the congregation as mutually determined by the Executive Team.
- Encourage teams and groups to set measurable and realistic goals and encourage and evaluate these goals with the teams and groups on an ongoing basis. Support leaders as they monitor progress, perform evaluations, and make changes in programs and services.
- Develop and implement effective communication among Team Members, the groups and teams of the Church, and the congregation as a whole.
- Resolve conflicts through mutual trust; fostering commitment to the vision for the Congregation versus personal goals, attempting to achieve strong bonds within teams and groups.
- Encourage and support personal spiritual growth in teams and groups.

Position Description for the Chair of the Executive Team

The Chair of the Executive Team will be elected from amongst the members of the Executive at the first Executive Team meeting following the Annual Meeting of the Congregation.

The Chair will:

- With the support of the Executive Team, determine the dates for Executive meetings
- Set the agenda for Executive meetings in time for distribution to the Executive before the meeting.
- Chair all Executive meetings, the Annual Meeting and all Congregational Meetings.

- Be responsible to bring together the Team Members to determine the teams, committees, or groups of the church that will be discussed and reviewed at each meeting of the Executive.
- Ensure effective communication with the congregation on decisions of the Executive.
- Fulfill the duties of a Chairperson to an Official Board as described in The Manual (2024) which states:

“The duty of the Chairperson shall be to preside at meetings, to preserve order, to take the vote, and to announce the decisions of the Official Board. The Chairperson has a vote only in the event of a tie.”

Position Description for the Vice-Chair of the Executive Team

The Vice-Chair of the Executive Team will be elected from amongst the members of the Executive Team at the first Executive Team meeting following the Annual Meeting of the Congregation.

The Vice-Chair will:

- Provide support to the Chair in the exercise of the chairs’ responsibilities
- Temporarily assume the duties of the Chair in the event of temporary absenteeism of the Chair.
- Perform any tasks delegated by the Chair that would normally be the responsibility of the Chair

In the event that the Chair position is vacated between Annual General Meetings (AGMs), the Vice-Chair will automatically become the new Chair until the first Executive meeting following the next AGM. At this meeting, the Chair and Vice-Chair positions will be elected by the Executive Team as per the rules above.

If the Vice-Chair position is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.

Position Description for the Treasurer of the Church

The Treasurer of the Executive Team is a full voting member of the Executive.

The Treasurer will:

- Maintain the financial records of the church and forward all required financial records to the bookkeeper.
- Handle all accounts payable. Cheques are issued by the Office Administrator and signed by the treasurer, along with one other authorized signator
- Oversee the counting of weekly offerings and deposits to the church bank
- Recommend financial controls, policies and procedures as needed and communicate approved policies and procedures to church groups, teams and committees
- Monitor ongoing compliance with approved financial policies and procedures
- Prepare all government forms and returns as required
- Ensure distribution of the Charitable Donation receipts before the end of February each year.

- In conjunction with the Finance Team prepare an annual Budget of the church for review by the Executive Team and present the budget to the congregation at the Annual Meeting.
- Review and sign all government forms and returns as required (bookkeeper prepares)
- Fulfill all the duties of an Executive Team Member except that the Treasurer is not required to take on additional tasks and responsibilities with respect to the groups, teams, and committees within the congregation.
- Liaison with our bookkeeper in completing all government forms and returns as required

Position Description for the Secretary of the Executive Team

The Secretary of the Executive Team is a full voting member of the Executive.
The Secretary will:

- Record the minutes of all meetings of the Executive.
- Prepare and distribute the meeting minutes in a timely fashion. Minutes should be prepared and distributed via email within 10 days of the completion of a meeting.
- Fulfill the duties of a Secretary to an Official Board as described in The Manual (2024)) which states:
“It shall be the duty of the Official Board to elect a Secretary from among its members. It shall be the duty of the Secretary to keep the record of proceedings, to conduct the correspondence, to preserve all documents.”
- Fulfill all the duties of an Executive Team Member except that the Secretary is not required to take on additional tasks and responsibilities with respect to the groups, teams, and committees within the congregation.
- Take minutes and keep a record of proceedings of all Congregational Meetings, including the Annual Meeting.
- Keep copies of all minutes of the Executive and Congregational Meetings, including the Annual Meeting.

Ministry Team

The Ministry Team of Norval United Church is the Minister of Word, Sacrament, and Pastoral Care and the Minister of Youth and Young Families. Each minister will be assigned responsibilities within the congregation according to their call. Together they are responsible for the spiritual well-being and spiritual growth of the congregation.

The Ministry Team will work collegially to meet the needs of the congregation. They will meet together regularly and will seek to come to agreement on issues so that it might never appear that people might have to choose sides.

The Ministry Team will meet together and individually with the other paid staff of the church as needed to ensure a positive working environment consistent with the Vision, Mission, Statement of Inclusion, and Core Values of the congregation.

The Ministry Team will work closely with the Executive Team with respect to all groups, teams, and committees not specifically under the responsibility of the Ministry Team.

The Ministry Team are not members of Norval United Church. They are members of the Horseshoe Regional Council and come under the supervision, jurisdiction and care of the Council.

Part of their work at Norval United Church includes service to the greater United Church through the Council and/or national church responsibilities.

Minister of Word, Sacrament, and Pastoral Care

The Minister of Word, Sacrament, and Pastoral Care is responsible for the overall spiritual health and well-being of the Norval United Church congregation.

Groups, teams and committees that are the responsibility (that is, they fall under the direction and implementation) of the Minister of Word, Sacrament and Pastoral Care include:

- Worship
- Administration of the Church
- Trustees
- Pastoral Care
- Visioning and Planning including Visionary Team, Trustees
- Affirming Ministry Team

Minister of Youth and Young Families

The Minister of Youth and Young Families is particularly responsible for the supervision, well-being, growth and development of programs and activities related to the youth and young families of the congregation.

Groups, teams and committees that are the responsibility (that is, they fall under the direction and implementation) of the Youth and Young Families Minister include:

- Sunday morning children's programming, including from Infant care through the High School class
- Youth Groups
- Youth Summer Programs
- Summer Camp Advisory Team
- Confirmation Class
- Young Adult programs
- Young Family programming
- Outreach

Appendix 1

The groups, teams and committees that are the responsibility (that is, they fall under the direction and implementation) of the Executive Team include the following. This list will change over the years as groups, teams and committees are formed and are ended.

Property
Facilities Rental
Finances/Stewardship
M&P
Outreach Committee
Nominating Committee
Friendship Group
Menz Study Group
Women's Study Groups
Food Bank Support
Presbytery Representative
Prayer Purls
Website, Electronic connecting
Gardening Team
Food Truck/food teams