

The
Trinity United Church
HANDBOOK
2019



SUBMITTED for approval by the Nakonhaka Regional Council on June 14, 2019, by Trinity United Church and approved.

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NOTE TO READERS

About The Handbook

The creation of The Handbook was a co-operative effort by many people at Trinity United Church. The governance structure it describes is not carved in stone and should be reviewed on an annual basis by the congregation.

The Handbook is a living document. It can be changed year-to-year by the congregation.

However, in this first year of existence, the Governance Committee recommends that the Trinity Council review the seven positions on council and determine whether the current number and positions are adequate.

New callings and different paths may have been missed on our first design.

How to Read The Handbook

The Handbook comprises two sets of precepts. The first set was created by the congregation of Trinity United Church, who adopted them and who can amend or repeal them. The second set of precepts contained in The Handbook was created by the United Church of Canada and applies to Trinity United Church but cannot be amended or repealed by Trinity United Church.

The United Church of Canada precepts referred to in The Handbook are found in "The Manual, 2019" and are referenced by their section numbers, which appear in square brackets.

A — DEFINITIONS

A.1 DEFINITIONS

- A.1.1 Adherent** means an individual who contributes regularly to the life and work of the Congregation but is not a Member or Full Member and who is designated as such by the Trinity Council. [B.3.4.1-.B.3.4.2]
- A.1.2 Trinity Council** means the governing body of the Congregation.
- A.1.3 Congregation** means the congregation of Trinity United Church formed as a congregation of the United Church of Canada. [B.1.2]
- A.1.4 Congregational Meeting** means an Annual Meeting or Special Meeting of the Congregation.
- A.1.5 Director** means a member of the Trinity Council other than the Minister, including the Secretary and the Treasurer.
- A.1.6 Full Member** means an individual approved for membership in the Congregation by the Trinity Council. [B.3.3]
- A.1.7 Manual** means “The Manual”, from the most recent year of publication, as published by the United Church of Canada.
- A.1.8 Member** means a child of Full Members or a child who has been baptized but has not yet become a Full Member. [B.3.2]
- A.1.9 Minister** means the member of the order of ministry of the United Church of Canada who has been appointed to the Pastoral Charge;
- A.1.10 Ministry** means a group of two or more individuals delegated by the Congregation to perform a duty or duties pursuant to Section D.3.3 of The Handbook.
- A.1.11 Ministry Leader** means an individual elected by the Congregation to assist and support Directors and to lead a Ministry.
- A.1.12 Pastoral Charge** means the Pastoral Charge of Trinity-Anjou.

A.1.13 Trustee is an individual who, along with the other members of the Board of Trustees for the Congregation, holds all of the Property of the Congregation for the use and benefit of the Congregation as part of the United Church of Canada.

A.1.14 Voting Member means all individuals entitled to vote at a Congregational Meeting.

B — CONGREGATION

B.1 HEAD OFFICE

B.1.1 Location. Until changed or as designated by the Congregation from time to time, the Head Office of the Congregation shall be 3050 Rosemont Boulevard, Montreal, Quebec, H1Y 1M2.

B.2 MEMBERSHIP

B.2.1 Composition. The Congregation shall consist of: [B.3.1]

- a) Members;
- b) Full Members; and
- c) Adherents.

B.2.2 Full Members May Vote. All Full Members whose names are on the membership roll of the Congregation shall have the right to vote at all Congregational Meetings. [B.3.7.1]

B.2.3 Adherents May Vote. Adherents may vote at a Congregational Meeting if the Full Members decide to allow Adherents to vote. [B.3.7.2]

B.3 CONGREGATIONAL MEETINGS

B.3.1 Frequency. The Congregation must meet annually. This meeting shall be held as early as possible in the calendar year. The Congregation may also decide to meet more often than annually. [B.5.1]

B.3.2 Annual Meeting. At the Annual Meeting, the Congregation shall be responsible for: [B.5.2]

- a) electing a chair and a secretary of the annual meeting;

- b) receiving the annual reports from the Trinity Council, Ministries, and other groups in the Congregation;
- c) electing the Directors of the Trinity Council, Ministry Leaders, and regional council representatives; and
- d) considering and making a decision on the draft annual budget.

B.3.3 Who May Call a Meeting. Congregational Meetings shall be called by one of the following people: [B.5.3.1]

- a) the chair of the annual meeting; or
- b) the Minister.

B.3.4 When They May Call a Meeting. Either of the people listed in Section B.3.3 may call a meeting on their own initiative at any time. [B.5.3.2]

B.3.5 When They Must Call a Meeting. [B.5.3.3]

B.3.5.1 Request. A person listed in Section B.3.3 shall call a meeting when he or she has received a request from

- a) the Trinity Council to hold a meeting for any purpose;
- b) from a Trustee to hold a meeting to appoint or remove Trustees;
- c) from seven (7) Full Members to hold a meeting to appoint or remove Trustees;
- d) from Full Members who represent at least 10 percent of the total number of Full Members to hold a meeting for any purpose other than appointing or removing Trustees; or
- e) from the regional council to hold a meeting for any purpose.

B.3.6 When the Meeting Must be Held. The meeting shall be held within fifteen (15) days of receiving the request. [B.5.3.4]

B.3.7 Notice of Meeting.

B.3.7.1 Who Gives Notice. The person who calls the meeting shall be responsible for giving advance notice of the meeting. If the regional council is calling the meeting, the advance notice must be given by a member of the regional council other than the Minister. [B.5.4.1]

B.3.7.2 How Notice is Given. All notices must indicate the purpose of the meeting. [B.5.4.2]

a) **Matters Concerning the Congregation.** Notice of the meeting shall be read during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place on the next day (Monday) or on any day after that.

This applies if the purpose of the meeting is to: [B.5.4.2.a]

- i) consider approving a new community of faith profile;
- ii) consider approving changes to an existing pastoral relationship;
- iii) consider approving a new pastoral relationship;
- iv) consider whether to request the ending of an existing pastoral relationship;
- v) consider amalgamating with one or more congregations;
- vi) consider disbanding the congregation; or
- vii) electing or removing members of the Trinity Council.

b) **Matters Concerning Trustees.** Notice of the meeting shall be read from the pulpit by the Minister or other officiant during public worship on two Sundays. After notice has been read on the second Sunday, the meeting may take place the same day or on any day after that.

This applies if the purpose of the meeting is to: [B.5.4.2.b]

- i) consider the resignation of a Trustee;
- ii) consider making a decision that a person is no longer a Trustee for any other reason; or
- iii) appoint new Trustees.

- c) **Other Meetings.** Notice of the meeting shall be read during public worship at least once before the meeting. After notice has been read, the meeting may take place the same day or on any day after that.
This applies if the purpose of the meeting is other than those covered in Sections B.3.7.2 a) or b). [B.5.4.2.c]

B.3.8 Quorum. A Congregational Meeting may take place only if a minimum number of Full Members is present, as follows: [B.5.5]

- a) for Congregations with one hundred (100) or more Full Members, at least twenty (20) Full Members shall be present; and
- b) for Congregations with between thirty (30) and ninety-nine (99) Full Members, at least ten (10) Full Members shall be present; and
- c) for Congregations with fewer than thirty (30) Full Members, at least one third (1/3) of the Full Membership shall be present.

B.3.9 Voting. Voting shall be by show of hands unless the Congregation decides on another way of voting. Proxy voting or voting by mail-in ballots is not permitted. [B.5.6]

B.3.10 Posting of Minutes and Decisions.

- a) **Posting Draft Minutes.** The Congregation shall post draft minutes of its meetings on its website or, if there is no website, by any other means that makes them available to its congregants promptly. [A.6.2-A.6.3]
- b) **Decisions.** Minutes shall clearly indicate any decisions that have been made. [A.6.4]
- c) **Approved Minutes.** The Congregation shall post the minutes again after approval. [A.6.5]

B.4 OFFICERS OF THE CONGREGATION

B.4.1 Chair. [B.6.1]

B.4.1.1 Election. The Congregation shall be responsible for electing a chair at its annual meeting. The chair

- a) shall be a Full Member of the Congregation; and

- b) holds office until the next annual meeting.

B.4.1.2 Responsibilities. The chair shall be responsible for:

- a) chairing all meetings of the Congregation except for meetings called by the regional council;
- b) taking votes and announcing the results; and
- c) voting only if there is a tie.

B.4.2 Secretary. The Congregation shall be responsible for electing a secretary at its annual meeting. The secretary [B.6.2]

- a) shall be responsible for taking minutes at all meetings of the Congregation; and
- b) holds office until the next annual meeting.

C — TRINITY COUNCIL

C.1 TRINITY COUNCIL

C.1.1 Membership. The Trinity Council shall consist of the Minister, a Secretary, a Treasurer and Directors including but not limited to:

- a) a Chair of the Trinity Council; [B.7.6.1.a]
- b) a Director of Communications;
- c) a Director of Finance;
- d) a Director of Ministry and Personnel;
- e) a Director of Spiritual Affairs; and
- f) any such other Directors as the Congregation may determine. Any two Director positions may be held by the same person.

C.1.2 Election of Directors. Subject to the exception permitting Adherents to be elected in special circumstances as approved by the regional council, the Directors shall be Full Members elected by the Voting Members at a Congregational Meeting called for that purpose. [B.7.3.1.a]

C.1.3 Election of Secretary. The Trinity Council shall elect the Director of Communications as the Secretary of the Trinity Council. [B.7.6.2.a]

C.1.4 Election of Treasurer. The Trinity Council shall elect a Full Member of the Congregation as the Treasurer for the Congregation and for the Mission & Service fund and other funds for the mission of the wider church. [B.7.6.3]

C.1.5 Minister Automatic Membership. The Minister shall be a member of the Trinity Council by virtue of his or her position. [B.7.3.1.b]

C.1.6 Term of Office. A Director shall hold office from the moment immediately following the adjournment of the meeting at which he or she was elected or from the time of appointment until the office is vacated or until the next Congregational Meeting at which Directors are appointed or elected.

C.1.7 Term Limit. Unless the Congregation decides otherwise (by majority secret ballot), a Director may serve a maximum of five (5) consecutive terms. A Director shall be eligible to re-join the Trinity Council after eighteen (18) consecutive months of being away from the Trinity Council.

C.1.8 Removal from Office. A Director may be removed from office: [B.7.3.5]

- a) by the Trinity Council through a discipline process;
- b) by Trinity Council if the Director has been absent from meetings of the Trinity Council for a year without adequate reason;
- c) by the Congregation or Pastoral Charge; or
- d) by the regional council if the regional council decides it is in the best interests of the Congregation.

C.1.9 Director Vacancies. The office of a Director shall be automatically vacated:

- a) if the Director delivers a written resignation to the Congregation, which resignation shall be effective upon receipt by the Congregation; [B.7.3.4]
- b) if the Director is found by a court of law to be of unsound mind;
- c) if the Director becomes bankrupt;
- d) if the Director ceases to be a Full Member; or
- e) on death.

C.1.10 Vacancies. The Trinity Council shall be responsible for informing the Congregation when there are vacancies on the Trinity Council. The Trinity Council may fill the vacancy until the Congregation elects a replacement. [B.7.3.6]

C.2 RESPONSIBILITIES OF THE TRINITY COUNCIL

C.2.1 Responsible for Spiritual Matters. The Trinity Council oversees the spiritual interests of the Congregation, including: [B.7.4.1]

- a) admitting people as Full Members;
- b) removing people as Full Members;
- c) granting certificates of transfer of membership;
- d) the discipline of persons belonging to the Congregation;
- e) the administration of the sacraments;
- f) Christian education;
- g) public worship;
- h) the use of the church building;
- i) pastoral care and visiting; and
- j) outreach in evangelism and social action.

C.2.2 Responsible for Financial Matters. The Trinity Council has general oversight of the finances of the Congregation, including: [B.7.4.2]

- a) fundraising;
- b) disbursement of funds; and
- c) the budget approved by the Congregation.

C.2.3 Responsible for Pastoral Relations Matters. The Trinity Council deals with pastoral relations matters as directed by the Congregation. [B.7.4.3]

C.2.4 Proposals. The Trinity Council receives, makes decisions on, and transmits proposals to the regional council. [B.7.4.4]

C.2.5 Property Matters. The Trinity Council gives orders and directions to the Trustees on Property matters. [B.7.4.6]

C.3 DUTIES OF THE DIRECTORS

C.3.1 Chair. The duties of the Chair of the Trinity Council shall include:

- a) to exercise general oversight over the affairs of the Congregation;
- b) to conduct the day-to-day general management of the Congregation;
- c) to see that resolutions of the Trinity Council are carried into effect;
- d) to preside and keep order at meetings of the Trinity Council; [B.7.6.1.c.(i)]
- e) to take votes and announce results at meetings of the Trinity Council; and [B.7.6.1.c.(ii)]
- f) to vote only if there is a tie at meetings of the Trinity Council. [B.7.6.1.c.(iii)]

C.3.2 Director of Communications and Secretary. The duties of the Director of Communications and Secretary shall include:

- a) to preside and keep order at meetings of the Communications Ministry;
- b) to attend and be secretary at all meetings of Trinity Council, record votes at all meetings, and safely enter or cause to be safely entered into the records kept for that purpose all minutes of all proceedings and resolutions adopted; [B.7.6.b.(i), (iii)]
- c) to send the minutes, membership roll, and other records to the regional council annually for review, if required by the regional council; [B.7.6.b.(iv)]
- d) to receive and send correspondence for the Trinity Council; [B.7.6.b.(ii)]
- e) to publish and edit the Congregation's newsletter;
- f) to develop and execute the Congregation's communications, marketing and public relations strategy and plans, including social media strategy;
- g) to manage and coordinate the social media activities for the Congregation;
- h) to oversee the maintenance and regular updating of the Congregation's website;

- i) to oversee the functioning of the in-house media equipment, such as sound systems, projectors and screens; and
- j) to oversee the functioning of Internet access within the Congregation's buildings.

C.3.3 Treasurer. The duties of the Treasurer shall include:

- a) to assist and support the Director of Finance in carrying out his or her duties and responsibilities;
- b) to receive all funds for the ministry of the Congregation from offerings and other sources; [G.4.3.1.a]
- c) to disburse these funds under the direction of the Trinity Council; [G.4.3.1.b]
- d) to keep records of all receipts and disbursements; [G.4.3.1.c]
- e) to report on the funds as required by the Trinity Council; [G.4.3.1.d]
- f) to oversee and maintain the operation of the Congregation's bank and investment account(s), and to have the custody of the funds and securities of the Congregation;
- g) to keep full and accurate accounts of the all assets and liabilities of the Congregation in the books belonging to the Congregation;
- h) to render to the Chair, members of the Trinity Council and Voting Members at any Congregational Meeting, or whenever otherwise required, an accounting of the transactions, as well as a statement of operations and a statement of the financial position of the Congregation;
- i) to receive all funds given for the Mission and Service Fund and other funds for mission of the wider United Church; [G.4.3.2.a]
- j) to keep a record of the funds given by each donor in an account separate from the other funds of the Congregation; [G.4.3.2.b]
- k) to send the funds to the appropriate General Council working unit monthly; and [G.4.3.2.c]
- l) to report on the funds as required by the Trinity Council or Committee responsible. [G.4.3.2.d]

C.3.4 Director of Finance. The duties of the Director of Finance shall include:

- a) to perform short- and long-term financial planning and analysis aimed at identifying risks, opportunities, and options that will inform strategies to provide resources for attainment of the Congregation's mission;
- b) to oversee the preparation of a draft financial and capital annual budget for the Congregation for the coming Fiscal Year and to present the draft annual budget for the Congregation's consideration at a Congregational Meeting; [G.4.1.2]
- c) to prepare, present and propose any changes, that are not major, to the approved annual budget, when required, for the Trinity Council's consideration; [G.4.1.4]
- d) to prepare, present and propose any major changes to the approved annual budget, when required, for the Congregation's consideration at a Congregational Meeting; [G.4.1.4]
- e) to oversee fundraising for the ministry of the Congregation and of the wider United Church; [G.4.2.2.a]
- f) to ensure that funds received for the ministry of the Congregation are disbursed as set out in the approved budget; [G.4.2.2.b]
- g) to prepare, present and propose the case for the amount and terms of a loan by the Congregation, when required, for the Trinity Council's consideration; [G.4.2.3.a-b]
- h) to direct the Trustees to enter in a loan transaction as approved by the Trinity Council; [G.4.2.3.c]
- i) to prepare, present and propose, for the Trinity Council's consideration, how funds belonging to the Congregation be invested; [G.4.2.3.d]
- j) to direct the Trustees on the investment of the funds belonging to the Congregation. [G.4.2.3.e]
- k) to monitor the Congregation's internal controls and ensure they are up to date;
- l) to coordinate with the Congregation's auditors or other independent reviewers of the Congregation's financial records; and
- m) to direct the:

- i) Treasurer;
- ii) Ministry Leader of Buildings and Grounds; and
- iii) Ministry Leader of Fund Development.

C.3.5 Director of Ministry and Personnel. The duties of the Director of Ministry and Personnel shall include:

- a) to preside and keep order at meetings of the Ministry and Personnel Ministry;
- b) to maintain good employee-employer relationships between the Congregation and its staff;
- c) to ensure oversight of the church office; and
- d) to be available to any member of the Congregation to consider problems or complaints.

C.3.6 Director of Spiritual Affairs. The duties of the Director of Spiritual Affairs shall include:

- a) to facilitate spiritual growth within the Congregation by creating and strengthening connections among members through Congregational social activities and pastoral care;
- b) to direct the Ministry Leaders of:
 - i) Christian Development;
 - ii) Congregational Life;
 - iii) Membership and Pastoral Care;
 - iv) Mission and Outreach; and
 - v) Worship.

and
- c) to recommend suitable members for consideration by the appropriate body as: [B.7.4.5]

- i) licensed lay worship leaders;
- ii) sacraments elders; and
- iii) candidates.

C.3.7 Other Duties. A Director shall have such other duties as may from time to time be directed by the Voting Members at a Congregational Meeting.

C.4 MEETINGS OF THE TRINITY COUNCIL

C.4.1 Frequency. The Trinity Council shall meet at least once quarterly. It may decide to meet more often. [B.7.7.1]

C.4.2 Calling Meetings. [B.7.7.2]

C.4.2.1 Who May Call a Meeting. Meetings of the Trinity Council shall be called by one of the following people:

- a) the Chair; or
- b) the Minister.

C.4.2.2 When They May Call a Meeting. Either of the people listed in Section C.4.2.1 may call a meeting on their own initiative at any time.

C.4.2.3 When They Must Call a Meeting.

- a) **Written Request.** They shall call a meeting when they have received a written request from at least five (5) members of the Trinity Council. The meeting shall be held within fourteen (14) days of receiving the request; or
- b) **When Regional Council Orders a Meeting.** They must call a meeting when required to do so by the regional council.

C.4.3 Notice of Meeting. [B.7.7.3]

C.4.3.1 Who Gives Notice. The person who calls the meeting is responsible for giving advance notice of the meeting.

C.4.3.2 Information to Be Included with Notice. A notice of a meeting shall indicate the purpose of the meeting.

C.4.3.3 How Notice Is Given. Notice of the meeting shall be given in one of the following ways:

- a) read during public worship;
- b) inserted in the printed order of worship of the Congregation; or
- c) given in person or in writing to the members of the Trinity Council.

C.4.4 Quorum. [B.7.7.4]

C.4.4.1 Minimum Number of Members Present. A meeting of the Trinity Council may take place only if at least one-half (1/2) of its members is present.

C.4.4.2 Who Must Be Present. A meeting of the Trinity Council may take place only if one of the following people is present:

- a) the Minister; or
- b) another person appointed by the regional council to attend the meeting.

C.4.5 Attendance by Teleconference. The Trinity Council may hold a meeting by teleconference facilities or webcam simulcast technology provided each Director can hear and communicate adequately with all other participants. A Director participating in a meeting of the Trinity Council by means of teleconference or webcam simulcast technology is deemed to be present at the meeting. [A.4.b-.c]

C.4.6 Posting of Minutes and Decisions.

C.4.6.1 Posting Draft Minutes. The Trinity Council shall be responsible for posting the draft minutes of its meetings and those of any commission in some way that makes them available to Congregation. [A.6.2-A.6.3]

C.4.6.2 Decisions. Minutes shall clearly indicate any decisions that have been made. [A.6.4]

C.4.6.3 Approved Minutes. The Trinity Council shall post the minutes again after approval. [A.6.5]

C.4.6.4 Email Decisions. The foregoing does not exclude email decisions as permitted by Section 3.4.2 of the Appendix to The Manual.

D — MINISTRIES

D.1 MINISTRY LEADERS

D.1.1 Election of Ministry Leaders. Ministry Leaders shall be elected by the Voting Members at a Congregational Meeting called for that purpose.

D.1.2 Term of Office. A Ministry Leader shall hold office from the moment immediately following the adjournment of the meeting at which he or she was elected or from the time of appointment until the office is vacated or until the next Congregational Meeting at which Ministry Leaders are appointed or elected.

D.1.3 Term Limit. A Ministry Leader may serve a maximum of five (5) consecutive terms. A Ministry Leader shall be eligible to be re-elected after eighteen (18) consecutive months of being away from his or her position.

D.1.4 Removal from Office. A Ministry Leader may be removed from office:

- a) by the Trinity Council through a discipline process; or
- b) by the Congregation;

D.1.5 Ministry Leader Vacancies. The post of a Ministry Leader shall be automatically vacated:

- a) if the Ministry Leader delivers a written resignation to the Congregation, which resignation shall be effective upon receipt by the Congregation;
- b) if the Ministry Leader is found by a court of law to be of unsound mind;
- c) if the Ministry Leader becomes bankrupt;
- d) if the Ministry Leader ceases to be a congregant of the Congregation; or
- e) on death.

D.1.6 Vacancies. The Trinity Council shall be responsible for informing the Congregation when the position of a Ministry Leader has become vacant. The Trinity Council may fill the vacancy until the Congregation elects a replacement.

D.1.7 No Co-Leaders. A particular Ministry Leader title can only be held by one person at a time, unless there are special circumstances as determined by Trinity Council.

D.2 DUTIES OF THE MINISTRY LEADERS

D.2.1 Ministry Leader of Buildings and Grounds. The duties of the Ministry Leader of Buildings and Grounds shall include:

- a) to assist and support the Director of Finance in carrying out his or her duties and responsibilities;
- b) to preside and keep order at meetings of the Buildings and Grounds Ministry;
- c) to manage the maintenance, repair, improvement, security, and administration of the church building property, equipment, and furnishings;
- d) to establish and maintain an effective occupational health and safety (OHS) program consistent with any OHS Trinity Council policies;
- e) to manage an equipment inventory of Congregation equipment, including recording of equipment and inventory verification; and
- f) to ensure sufficient property insurance is in place.

D.2.2 Ministry Leader of Christian Development. The duties of the Ministry Leader of Christian Development shall include:

- a) to assist and support the Director of Spiritual Affairs in carrying out his or her duties and responsibilities;
- b) to promote Christian education for all ages by means of the Sunday School, activities and events for youth and families, Bible studies for adults, and youth outreach activities.

D.2.3 Ministry Leader of Congregational Life. The duties of the Ministry Leader of Congregational Life shall include:

- a) to assist and support the Director of Spiritual Affairs in carrying out his or her duties and responsibilities;

- b) to preside and keep order at meetings of the Congregational Life Ministry; and
- c) to organize Congregational social activities.

D.2.4 Ministry Leader of Fund Development. The duties of the Ministry Leader of Fund Development shall include:

- a) to assist and support the Director of Finance in carrying out his or her duties and responsibilities;
- b) to oversee fundraising for the ministry of the Congregation and of the wider United Church; and [G.4.2.2.a]
- c) to manage the Congregation's leasing program for its buildings, property and equipment.

D.2.5 Ministry Leader of Membership and Pastoral Care. The duties of the Ministry Leader of Membership and Pastoral Care shall include:

- a) to assist and support the Director of Spiritual Affairs in carrying out his or her duties and responsibilities;
- b) to preside and keep order at meetings of the Membership and Pastoral Care Ministry;
- c) to keep such records as: [B.3.6.1]
 - i) a record of all baptisms in the Congregation;
 - ii) the membership roll of the Congregation;
 - iii) the historic membership roll of the Congregation; and
 - iv) all decisions to admit people as Full Members.
- d) to revise the membership roll at least annually by: [B.3.6.2]
 - i) removing the names of members who have died;
 - ii) removing the names of members who have transferred to other congregations;
 - iii) removing the names of members who have resigned;

- iv) removing the names of members who, in the Trinity Council's opinion, have been absent for too long without a reasonable excuse;
 - v) recording, in its minutes, all decisions to remove a name from the roll; and
 - vi) encouraging members who have moved away from the area to become members of congregations closer to their new homes.
- e) to make recommendations to the Trinity Council regarding the admission of persons into Full Membership, their removal and the granting of certificates of transfer of membership;
 - f) to recognize suitable Full Members as: [B.7.4.5]
 - i) licensed lay worship leaders;
 - ii) sacraments elders; and
 - iii) candidates for ministry.
 - g) to oversee the communication with communicants and Adherents for the purpose of encouraging them to attend regular and special worship services that include communion; and
 - h) to oversee the carrying out of the Congregation's responsibilities, in coordination with the Minister, to care for the poor and visit the sick.

D.2.6 Ministry Leader of Mission and Outreach. The duties of the Ministry Leader of Mission and Outreach shall include:

- a) to assist and support the Director of Spiritual Affairs in carrying out his or her duties and responsibilities;
- b) to develop, coordinate, and maintain outreach programs that actively express the Congregation's Christian faith in response to the needs in its community; and
- c) to establish and maintain relations with community groups that share a mission similar to that of the Congregation's.

D.2.7 Ministry Leader of Worship. The duties of the Ministry Leader of Worship shall include:

- a) to assist and support the Director of Spiritual Affairs in carrying out his or her duties and responsibilities;
- b) to preside and keep order at meetings of the Worship Ministry;
- c) in cooperation with the Minister, to plan and implement regular and special worship services;
- d) to oversee church music, pulpit supply, and order of worship;
- e) to recruit and schedule greeters at regular and special worship services;
- f) to ensure the provision of flowers and visual worship aids for regular and special worship services; and
- g) to schedule Full Members or Adherents to administer communion.

D.2.8 Ministry Leader of Media. The duties of the Ministry Leader of Media shall include:

- a) to assist and support the Director of Communications in carrying out his or her duties and responsibilities; and
- b) to preside and keep order at meetings of the Media Ministry

D.3 MINISTRIES

D.3.1 Style. Committees may be styled as committees, task groups, steering groups, teams, commissions or Ministries. [B.7.8.1]

D.3.2 Types of Ministries. Ministries may: [B.7.8.1]

- a) exist only for a particular time or to complete a particular task; or
- b) exist on an ongoing basis without any time limit. These Ministries may be called “standing Ministries” or “permanent Ministries.”

D.3.3 Setting Up Ministries. The Congregation shall be responsible for deciding: [B.7.8.2]

- a) the number and size of Ministries;

- b) qualifications for election to each Ministry; and
- c) the responsibilities assigned to each Ministry other than the Ministry and Personnel Ministry.

D.3.4 Combining Ministries. The Congregation shall be responsible for deciding to combine any two (2) Ministries.

D.3.5 Electing Ministry Members. The Congregation shall be responsible for electing members of the Ministries. It may also choose the members in any other way that it decides. [B.7.8.3]

D.3.6 Minister Automatically a Member. The Minister shall automatically be a member of all Ministries except for the following: [B.7.8.4]

- a) the Search Ministry;
- b) the Nominations Ministry; and
- c) the Ministry and Personnel Ministry.

D.3.7 Appointing or Electing Secretary. Each Ministry shall appoint or elect a secretary who shall be responsible for taking minutes at all meetings of his or her respective Ministry.

D.4 MEETINGS OF MINISTRIES

D.4.1 Frequency. All Ministries shall meet at least once quarterly. A Ministry may decide to meet more often.

D.4.2 Calling Meetings.

D.4.2.1 Who May Call a Meeting. Meetings of a Ministry shall be called by one of the following people:

- a) the Ministry Leader; or
- b) the Minister.

D.4.3 When They May Call a Meeting. Either of the people listed in Section D.4.2.1 may call a meeting on their own initiative at any time.

D.4.4 Notice of Meeting.

D.4.4.1 Who Gives Notice. The person who calls the meeting is responsible for giving advance notice of the meeting.

D.4.4.2 Information to Be Included with Notice. A notice of a meeting shall indicate the purpose of the meeting.

D.4.4.3 How Notice Is Given. Notice of the meeting shall be given in person, in writing, or by electronic means, to the members of the Ministry.

D.4.5 Quorum. A Ministry meeting may take place only if at least one-third (1/3) of its members are present.

D.4.6 Attendance by Teleconference. A Ministry may hold a meeting by teleconference facilities or webcam simulcast technology provided each Ministry member can hear and communicate adequately with all other participants. A Ministry member participating in a Ministry meeting by means of teleconference or webcam simulcast technology is deemed to be present at the meeting.

D.5 MINISTRIES OF THE CONGREGATION

D.5.1 Buildings and Grounds Ministry. The Buildings and Grounds Ministry shall have the following responsibilities:

- a) to oversee the maintenance, repair, improvement, security and administration of church building property, equipment and furnishings;
- b) to oversee an effective occupational health and safety (OHS) program consistent with any OHS Trinity Council policies;
- c) to maintain an inventory of Congregational property; and
- d) to have an appraisal done as necessary to ensure adequate insurance coverage of Congregational property at all times.

D.5.2 Communications Ministry. The Communications Ministry shall have the following responsibilities:

- a) to edit, write and disseminate the Congregation's newsletter;
- b) to assist in the execution of the Congregation's communications, marketing and public relations plans;

- c) to coordinate and execute the social media activities for the Congregation;
- d) to maintain the regular updating of the Congregation's website;
- e) to maintain the functioning of the in-house media equipment, such as sound systems, projectors and screens; and
- f) to maintain the functioning of Internet access within the Congregation's buildings.

D.5.3 Congregational Life Ministry. The Congregational Life Ministry shall have the responsibility to assist and support the Ministry Leader in the organization of Congregational social activities.

D.5.4 Membership and Pastoral Care Ministry. The Membership and Pastoral Care Ministry shall have the following responsibilities:

- a) to communicate with communicants and Adherents for the purpose of encouraging them to attend regular and special worship services that include communion; and
- b) to carry out the Congregation's responsibilities, in coordination with the Minister, to care for the poor and visit the sick.

D.5.5 Ministry and Personnel Ministry. The Ministry and Personnel Ministry shall have the following responsibilities: [B.7.8.5]

- a) to be available for consultation and support for matters involving the Congregation staff;
- b) to oversee the relationship of the Congregation staff to each other and to people in the Congregation;
- c) to regularly review the working conditions, responsibilities, and compensation of all Congregation staff;
- d) to make any recommendations needed as a result of these reviews to the Trinity Council;
- e) to revise position descriptions of Congregation staff as needed;
- f) to conduct annual performance reviews of the Congregation staff;

- g) to ensure Congregation staff make use of opportunities for continuing education that they have been given; and
- h) to maintain close contact with the regional council Pastoral Relations Committee.

D.5.6 Nominations Ministry.

- D.5.6.1 Responsibility.** The Nominations Ministry shall have the responsibility to recommend people who are eligible, suitable, and willing to serve in positions in the Congregation. [B.7.8.6.d]
- D.5.6.2 Membership.** The membership of the Nominations Ministry shall be a committee of three (3) including the Chair of the Congregation, Chair of Trinity Council, and a third person to be appointed by the Congregation during the Annual Congregational Meeting. The third person should not be a current member of Council.
- D.5.6.3 Freedom to Nominate from the Floor.** While the Nominations Ministry can recommend one or more congregants to any position, the Congregation retains the right to nominate suitable candidates from the floor at the Congregational Meeting when elections will be held. Each person nominated from the floor must be present at the meeting, be eligible to hold the office in question, and accept the nomination for the position.

D.5.7 Worship Ministry. The Worship Ministry shall have the following responsibilities:

- a) to oversee the administration of the sacraments; and
- b) to oversee the order of public worship, including the service of praise.

D.5.8 Media Ministry. The Media Ministry shall have the following responsibilities:

- a) to operate and coordinate computer and audio/visual systems during weekly services, special services, mid-week meetings, and other occasions as required; and
- b) to predict future computing and audio/visual needs for the Congregation, in consultation with twinned pastoral charges and parishes with rental agreements.

D.6 ORGANIZATIONS IN THE CONGREGATION

D.6.1 Accountability. All organizations and groups in the Congregation are accountable to the Trinity Council. [B.7.9.1]

D.6.2 Approval of New Organizations. The Trinity Council is responsible for approving new organizations and groups in the Congregation. [B.7.9.2]

E — TRUSTEES AND PROPERTY

E.1 TRUSTEES

E.1.1 Number of Trustees. Unless the Congregation decides otherwise (by majority secret ballot vote), the Congregation shall appoint three (3) individuals as Trustees at a Congregational Meeting, namely:

- a) The Chair of the Trinity Council;
- b) the Director of Finance; and
- c) any other Director.

E.1.2 Automatic Trustee Membership. The Minister automatically shall be a Trustee by virtue of his or her position. [G.3.3.3].

E.1.3 Term. The term of the Trustees appointed by the Congregation pursuant to Section E.1.1 shall expire at the next Annual Meeting. [G.3.3.5]

E.1.4 Organization. The Minister shall be the chair of the board of the Trustees. If the Minister decides not to be the chair, he or she may appoint another Trustee as deputy chair. If the chair and the deputy chair are both unavailable for a meeting, the Trustees at the meeting may elect a chair. [G.3.5]

E.1.5 Calling Meetings. All meetings of the Trustees must be called by one of the following: [G.3.6.1]

- a) The Minister; or
- b) two or more of the Trustees.

E.1.6 Notice of Meeting. The person calling the meeting shall be responsible for giving advance notice of the meeting. Notice may be given by announcement at a public worship service. [G.3.6.2]

E.1.7 Advance Notice. The advance notice for meetings must be at least one day before the meeting for regular Trustee meetings. [G.3.6.3.a]

E.1.8 Quorum. A meeting of the Trustees may take place only if a majority of the Trustees is present. [G.3.6.4]

E.1.9 Voting. The Trustees shall make all decisions by the majority vote of the Trustees present at a meeting. The chair votes only if there is a tie in the voting. [G.3.6.5]

E.2 PROPERTY

E.2.1 Congregational Property. Congregational Property means any kind of property that a Congregation might own. It includes: [G.2.1.1]

- a) land;
- b) buildings;
- c) any other land rights;
- d) money;
- e) investments;
- f) furniture; and
- g) equipment.

E.2.2 Property Ownership. All Congregational Property is held by the Congregation's Trustees. The Trustees hold the Congregational Property for the Congregation as part of the United Church. They shall comply with the United Church's requirements for Trustees and Congregational Property. [G.2.2.1]

E.2.3 Requirements for Transactions. The process for transactions not involving Property that is land, buildings, other land rights, or other major assets as defined by regional council, shall be as follows: [G.2.3.3]

- a) the Trinity Council is responsible for making a decision to enter a Congregational property transaction;
- b) the Trinity Council is responsible for directing the Trustees to proceed with the transaction;
- c) the Trustees are responsible for following the direction of the Trinity Council and proceeding with the transaction; and

d) regional council approval is not required.

E.2.4 Compliance with Decisions. The Trustees must comply with: [G.3.4.2]

a) all decisions about congregational Property that are made by Trinity Council and the regional council; and

b) all other United Church requirements for Trustees and congregational Property.

F — MISCELLANEOUS

F.1 INDEPENDENT FINANCIAL REVIEW

F.1.1 Defined. An Independent Review shall be an examination of Congregational financial records following the procedures set out in Section F.1.4. [G.4.4.1]

F.1.2 Purpose. The purpose of an Independent Review shall be to: [G.4.4.2]

- a) determine the accuracy of financial statements;
- b) determine whether financial transactions have been recorded properly; and
- c) identify potential weaknesses in the accounting systems.

F.1.3 Who May Perform the Independent Review. The person performing the Independent Review shall be: [G.4.4.3]

- a) a public accountant; or
- b) a person familiar with bookkeeping who understands the purpose of an independent examination of financial records.

F.1.4 Procedures. The person independently reviewing a report or financial statement shall be responsible for: [G.4.4.4]

- a) ensuring that at least two unrelated people are responsible for signing all cheques and transaction documents;
- b) examining the records of meetings of the Trinity Council;
- c) examining the books that record cash receipts, cash disbursements, payroll, and general ledger transactions for accuracy;
- d) ensuring that all transactions were authorized properly;
- e) reviewing bank reconciliations for the year;

- f) ensuring that all funds given for the Mission and Service Fund have been sent to the appropriate General Council working unit monthly;
- g) reviewing the procedures used for keeping records to ensure that the chance of error or fraud is minimized;
- h) ensuring that cash receipts match the charitable donation receipts that have been issued; and
- i) ensuring that the annual information return was completed and submitted to governmental authorities within six months after the end of the previous financial year.

F.2 EXECUTION OF DOCUMENTS

F.2.1 By the Chair or Two Directors. Contracts, documents or any instruments in writing requiring the signature of the Congregation, shall be signed by either:

- a) the Chair alone; or
- b) any two Directors together;

and all contracts, documents and instruments in writing so signed shall be binding upon the Congregation without any further authorization or formality.

F.3 FISCAL YEAR

F.3.1 Fiscal Year End. Unless otherwise determined by the Congregation, the Fiscal Year End of the Congregation shall be December 31.

F.4 CONFLICTS OF INTEREST

F.4.1 Disclosure of Conflict of Interest. Whenever a Director or Ministry Leader has a financial or personal interest in any matter coming before the Trinity Council, the affected person shall:

- a) fully disclose the nature of the interest; and
- b) withdraw from discussion, lobbying, and voting on the matter.

F.4.2 Approval. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determines that it is in the best interest of the Congregation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

F.5 AMENDMENT OF THE HANDBOOK

F.5.1 Procedure for Amendment. The Handbook precepts not embodied in The Manual may be repealed or amended by an affirmative vote of at least two-thirds (2/3) of the Voting Members at a Congregational Meeting duly called for the purpose of considering said resolution.

F.6 BOOKS AND RECORDS

F.6.1 Keeping of Records. The Directors shall ensure that all necessary books and records of the Congregation required by the United Church, regional council, The Manual, The Handbook and any applicable statute or law are regularly and properly kept.

F.7 RULES AND REGULATIONS

F.7.1 Prescribed by Trinity Council. The Trinity Council may prescribe such rules and regulations not inconsistent with The Manual and The Handbook relating to the management and operation of the Congregation as it deems expedient, provided that such rules and regulations shall have force and effect only until the next annual Congregational Meeting when they shall be confirmed, and failing such confirmation at such meeting shall at and from that time cease to have any force and effect.

F.8 INTERPRETATION

F.8.1 Interpretation. In the precepts in this Handbook and in all other precepts hereafter passed, unless the context otherwise requires, words importing the singular number shall include the plural number and vice versa, and references to persons shall include individuals.

F.8.2 Severability and Precedence. The invalidity or unenforceability of any provision of this Handbook shall not affect the validity or enforceability of the remaining provisions of this Handbook. If any of the provisions contained in The Handbook are inconsistent with those contained in The Manual, the provisions contained in The Manual shall prevail.

F.9 EFFECTIVE DATE

F.9.1 Coming into Force. This Handbook shall come into force when confirmed by the Voting Members in accordance with The Manual.

CERTIFIED to be The Handbook of Trinity United Church, as adopted by the Voting Members of the Congregation by resolution on the 28th day of April, 2019.

Secretary of the Congregation

Date