

THE GOVERNANCE STRUCTURE OF PEMBINA PARISH

1. A New Creed

- 1.1 This statement of faith, adopted by the 1968 General Council of the United Church of Canada reflects the faith base of Pembina Parish.

We are not alone,
we live in God's world.

We believe in God:
who has created and is creating,
who has come in Jesus, the Word made flesh,
to reconcile and make new,
who works in us and others by the Spirit.

We trust in God.

We are called to be the church:
to celebrate God's presence,
to live with respect in Creation,
to love and serve others,
to seek justice and resist evil,
to proclaim Jesus, crucified and risen,
our judge and hope.

**In life, in death, in life beyond death,
God is with us.**

**We are not alone.
Thanks be to God.**

2. PEMBINA PARISH CORE VALUES, MISSION, VISION

2.1. CORE VALUES

INSIDE – Caring

- Welcoming Hospitality
- Inclusive
- Respect for one another
- Support one another

OUTSIDE – Sharing

- Outreach into community and the world
- Partnerships
- Commitment to Social Justice

UPSIDE DOWN – Exploring

- Faith Formation
- Spiritual Nurture
- Developing
- Growing
- Challenging people to think differently
- Learning

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2.2. MISSION STATEMENT

Pembina Parish is a caring Christian community, welcoming all people to join in our journey of celebrating God's presence, sharing our gifts locally and globally, while exploring our faith.

2.3. VISION STATEMENT

Pembina Parish is an Affirming community of faith, dedicated to spiritual growth, acceptance, and love.

We will be inclusive, encouraging full participation in all church life to people of all ages, ethnicities, abilities, sexual orientations, and gender identities.

We will maintain integrity and transparency in all our relationships.

We will live social justice and put our faith into action, always discerning where God is leading us, so we maintain relevance in our community and changing world.

3. Name

The congregations of Zion-Calvin United Church, Darlingford and St. Paul's United Church, Morden, a two point pastoral charge is named Pembina Parish.

4. Preamble

The Governance Structure of Pembina Parish adopted at the pastoral charge meeting held on September 8th, 2013, is intended to describe and organize the ministries of the congregations so that they can best be the church - celebrating God's presence, loving and serving others, respecting creation, seeking justice, resisting evil and proclaiming Jesus. The parish is subject to the policy and practice of the United Church of Canada.

5. Leadership Team

5.1 The Leadership Team shall be mandated by the congregations to oversee the life and work of Pembina Parish, in accordance with the most recent annual update of *The Manual of The United Church of Canada / L'Eglise Unie du Canada*, henceforth to be referred to as *The Manual*, with particular reference to Bylaws, Section B – Community of Faith, and subject to the advice of Regional Council. The ministries of Pembina Parish shall be expressed through the faith-guided efforts of Committees, Interest Groups and House Groups that shall be accountable to the Leadership Team.

5.2 The Leadership Team shall consist of seven members of the parish to act as Chair, Vice Chair, Ministry and Personnel Representative, Treasurer, Secretary and two

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Members at Large, at least one from each congregation. The congregations' Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee of the Regional Council shall be present whenever the Leadership Team meets.

- 5.2.1 Three Elders (non-voting) shall be elected by the parish at the Annual Meeting to serve as advisors to the Leadership Team, at least one Elder from each congregation. They shall be invited at least once a year to meet with The Leadership Team to offer their observations of and visions for Pembina Parish. Their term of office shall be three years with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment.
- 5.2.2 Each year, one or two Youth Representatives (non-voting), from each congregation if possible, shall be appointed by the Sunday School or Youth Program participants. They will meet with the Leadership Team at least once during the year to offer their observations of, and visions for Pembina Parish.
- 5.2.3 Four Regional Council Representatives shall be elected or appointed by the congregations, at least one from each congregation, at the Annual Meeting. Their term of office shall be three years with a possible one year extension after which a one year break shall be taken before accepting further election or appointment. Following the meetings of the Regional Council, the Leadership Team shall receive a written report from the Regional Representatives.
- 5.2.4 The Leadership Team shall appoint a Roll Clerk to administer and maintain the Historic Roll. The Roll Clerk shall report to the Leadership Team prior to the annual meeting reflecting the activities of the previous year (E.g. Number of Members, New Members or Transfers, Adherents, Baptisms, Marriages, Funerals / Memorials.)
- 5.2.5 Trustees for each congregation shall be appointed and carry out their responsibilities in accordance with *The Manual* Bylaws, Section G – Congregational Life, specifically G-3 Trustees. Trustees are responsible to the Leadership Team, and shall meet with the Leadership Team at least once a year, but not regularly.
- 5.3 The term of office for the Treasurer shall be three years with the possible one year extension on Leadership Team as a Past Treasurer to train, support and transition the Incoming Treasurer. The Past Treasurer and Incoming Treasurer, both, will be members of the Leadership Team for voting purposes. A one year break shall be taken before accepting further election or appointments.
 - 5.3.1 The terms of office for all other members of the Leadership Team shall be two years with a possible one year extension after which a one year break

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shall be taken before accepting further election or appointment. The Leadership Team members shall choose from those elected to the Team who will assume the position of Chair, Vice Chair, Secretary and Members at Large.

- 5.4 The Leadership Team shall hold meetings monthly or at such times as necessary, but not fewer than nine times between consecutive Annual Meetings.
- 5.5 Decisions shall be made by consensus except when a majority vote is deemed appropriate by the Chair. A quorum shall be four exclusive of the Minister or Minister Representative.
 - 5.5.1 In the case of an emergency when a Leadership Team quorum may not be possible or Ministry staff is absent, a decision on temporal matters shall be made by no fewer than three people, including at least two Leadership Team members and one Trustee. If the emergency involves a staff member, the decision also shall require at least one Ministry Personnel member and perhaps Regional Council staff.
- 5.6 The Leadership Team shall set and review short and long-term goals for Pembina Parish annually.
 - 5.6.1 The Leadership Team shall review the Constitution annually.
 - 5.6.2 The Leadership Team shall review the Pembina Parish Policies every 3 years and as necessary.
 - 5.6.3 The Leadership Team shall receive the goals of the Interest Groups by November. This does not restrict the spontaneity of Interest Groups that may form throughout the year.
 - 5.6.4 The Leadership Team shall assign a member to liaise with each Interest Group.
- 5.7 At each monthly meeting, the Leadership Team shall receive a financial report, a report from the Ministry and Personnel representative, a report from the Ministry Staff, and other groups as necessary and on request
- 5.8 The Leadership Team, along with at least one person from each congregation shall prepare a list of nominations to assist with filling upcoming vacant positions. They shall meet early in the new year and shall present their recommendations at the Annual Meeting.
- 5.9 The meetings of the Leadership Team shall be open to the congregation. Visitors shall not join in the decision-making process.
- 5.10 The draft Minutes of the Leadership Team meetings including financial and other submitted reports shall be available to the congregation. The minutes of these

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meetings shall be posted on the web site and are accessible from the Office Administrator. Highlights are periodically printed in the Sunday bulletin News and Notes and / or the Pembina Parish Newsletter.

5.10.1 The Leadership Team shall ensure that a report of the past year's motions and consensus decisions is prepared prior to the Annual Meeting and filed in the Pembina Parish Motion Archive which is accessible from the Administrative Office.

6. The Annual Meeting and Congregational Meetings

6.1 The members and adherents of the parish shall meet annually in February or March. The previous year's unaudited financial statements and current year's budget will be presented at the Annual Meeting. The date of the Annual Meeting shall be set by the Leadership Team with appropriate notice as described in *The Manual*. The members and adherents of the parish may also meet more frequently as required. Congregational Meetings shall be called as outlined in *The Manual*.

6.2 The Leadership Team shall arrange for the preparation of the Annual Report. The Annual Report shall reflect the activities of the Leadership Team, Committees, United Church Women (UCW), Interest Groups and House Groups for the year immediately preceding the Annual Meeting. Copies of the Report shall be made available to the congregation not later than one week prior to the Annual Meeting.

6.3 Members (those people whose names are on the Historic Rolls of Zion-Calvin and St Paul's United Churches) in attendance at the meeting shall vote on all matters. With the consent of these members, adherents who are active in the congregation shall vote on all matters as described in *The Manual*. Voting shall be taken on the basis of simple majority established by a show of hands or otherwise, as determined by the congregation.

6.3.1. A quorum for any Parish meeting shall be twenty full members.

6.4 The current Chair of the Leadership Team shall preside over the Annual Meeting and Congregational Meetings. The Secretary of the Leadership Team shall record the minutes. In the absence of the Chair or Secretary, the Leadership Team may name a replacement.

6.4.1. The Annual and Congregational Meetings shall be conducted in accordance with Bourinot's Rules - *The Manual* Appendix 3.

6.4.2. The congregations' Called or Appointed Minister or Pastoral Charge Supervisor or an Appointee of the Regional Council shall be present whenever the congregation meets.

6.5. The agenda of the Annual Meeting shall include:

- Welcome

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- Opening Worship and In Memoriam
- Extension of Voting Privileges
- Approval of the Agenda
- Approval of the Minutes of the Previous Annual Meeting and all other pastoral charge meeting minutes of the past year
- Business Arising from the Previous Annual Meeting
- Reports of Ministry and Personnel Committees, Trustees, UCW(s), Leadership Team, Interest Groups, House Group Coordinator(s)
- Motion to Receive the Annual Report
- Presentation of the Budget/Approval of the Budget
- Nominations
- Appointments
- Elections

6.6 At the Annual Meeting, the Parish congregations or Community of Faith shall:

- Receive the Annual Report
- Vote on the proposed budget
- Vote on the recommendations presented by the Opportunity Fund
- Set general policy
- Elect / Appoint new members, as presented in the Nominations, for the Leadership Team, Trustees, Elders, House Group Coordinators, Youth Representatives, Rock Lake Camp Representatives, Regional Council Representatives.
- Approve the Leadership Team Appointees to the Ministry and Personnel Committee.

6.7 Newly elected members and appointees shall begin their responsibilities following the Annual Meeting.

7. Committees, UCW and Interest Groups

7.1 There shall be two committees:

7.1.1 Ministry and Personnel

The Ministry and Personnel Committee shall follow their mandate in accordance with *The Manual*, Bylaws B Community of Faith, specifically Section B.7.8.5.

The term of office for Ministry and Personnel Committee members shall be two years with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment.

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7.1.2 Trustees

The United Church of Canada requires that a Board of Trustees be established for each congregation. They shall follow their mandate as outlined in *The Manual*, Bylaws G Congregational Life, specifically Section G.3.

The term of office for trustees shall be five years with an extension of up to two additional years.

7.2 The Leadership Team may appoint ad hoc committees as necessary to carry out its work.

7.3 The UCW(s) is a recognized organization within Pembina Parish that provides leadership and supports the goals and mission of the parish. They are subject to the UCW Guidelines of the United Church of Canada.

7.4 All other activities of church life may be formed, out of interest into Interest Groups, with the approval of the Leadership Team. (E.g. Outreach, Finance, Worship, Pastoral Care, Sunday School, Fall Supper etc.)

7.4.1 Each Interest Group shall generate its own membership and name a Chair or Secretary if deemed necessary by the membership.

7.4.2 There shall be no outside nominations process for these Interest Groups; however, if an Interest Group vital to the ongoing life and ministry of the congregation ceases to function, the Leadership Team may take the responsibility of nominating new members or may make alternate recommendations to the congregation to ensure that the organization and activity of a ministry continue.

7.4.3 Interest Groups shall be accountable to the Leadership Team through goal setting and budget requests by November. Each Interest Group shall prepare a report for the Annual Meeting. A Leadership Team member will liaise with each Interest Group.

7.5 An Interest Group or UCW is not required to attend Leadership Team meetings but may request time on the Leadership Team's agenda to present a concern or idea, to request action, or to seek direction.

8. House Groups

8.1 All households identified through the Church Contact list shall be assigned to a House Group. Each House Group shall be assigned to a month of service and shall be responsible for short-term tasks that enhance the life and work of the congregation. Detailed responsibilities and opportunities for service are described in *The Pembina Parish House Group Manual*.

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- 8.2 The House Groups' Leaders (at least two) shall be selected from the membership of each House Group. The Leaders of the House Group shall follow the mandate set out for them in *The Pembina Parish House Group Manual*
- 8.3. House Group Coordinator(s) at each congregation shall oversee the organization of the House Groups. These individual(s) shall be elected at the Annual Meeting, to serve a two year term with a possible one-year extension after which a one-year break shall be taken before accepting further election or appointment.
- 8.3.1 The responsibilities of the House Group Coordinator(s) shall include:
- a review and update of House Group ministry descriptions as outlined in the Pembina Parish House Group Manual by November;
 - coordination with the Church Office to ensure that House Group lists are kept up to date;
 - a yearly meeting of the House Group Leaders for the purpose of encouragement and review.
 - Assign new members to a House Group.
 - Prepare a report for the Annual Meeting.
 - Maintain the House Group bulletin board.
- 8.3.2 The House Group Coordinator(s) are not required to attend Leadership Team meetings but may request time on the Leadership Team's agenda to present a concern or idea, to request action, or to seek direction.

9. Amendments

- 9.1 The congregations of Pembina Parish shall amend this constitution by a two-thirds vote at a Congregational Meeting, where there is a quorum.
- 9.2 Members and adherents of the congregation may propose changes to the Constitution. Any such changes, including written explanatory reasons, shall be presented to the Chair of the Leadership Team.
- 9.3 The Leadership Team shall review all proposed changes and, if the changes are deemed appropriate, shall call a congregational meeting to present a motion.
- 9.3.1. These approved changes shall be included in the following Annual Report.