

THE CONSTITUTION
OF THE PASTORAL CHARGE COUNCIL
FOR THE UNITED CHURCH OF ST. PAUL & ST. STEPHEN
KENTVILLE, NOVA SCOTIA

A Summary of the Responsibilities of Committees of the Council

Christian Development

- Recruiting and appointing leaders for all groups and programs
 - Providing orientation and training opportunities for volunteer leaders
 - Overseeing all aspects of Sunday School and Nursery, including recruitment and training, and assessment and selection of curriculum
 - Providing opportunities for study groups
 - Maintaining and promoting a library and resources
 - Developing a financial strategy for Christian Development programs and submitting an annual budget
 - Considering day-time programs or social events to support ministry

Congregational Life

- Planning, coordinating and scheduling a program of events to strengthen our community life
 - Coordinating and scheduling Sunday after-worship Coffee and Conversation time
 - Assessing a variety of means for promoting and strengthening the life of the Pastoral Charge (e.g., web page, newsletter)
 - Making contact with and welcoming new members
 - Submitting an annual budget to the Finance Committee

Finance

- Reporting to the Council on a monthly basis regarding the current financial position
- Presenting the annual Financial Report
 - Preparing an annual budget of estimated amounts required to carry out our mission
 - Scheduling tellers and recording all contributions
 - Paying accounts in accordance with the approved budget and appropriate authorization
 - Overseeing work of the Treasurer
 - Collaborating with the Stewardship Committee to develop funding strategies

Ministry & Personnel

- Providing a consultative and supportive environment for relationships among staff, members and adherents
 - Reviewing and evaluating staffing requirements and making recommendations to the Council
 - Reviewing and updating position descriptions for staff, and

evaluating performance

- Reviewing salaries, allowances and working conditions of staff
- Maintaining a close liaison with the Ministry Personnel and Education Committee of Valley

Presbytery

- Submitting an annual budget to the Finance Committee

Nominating

- Reporting a full slate of nominees to the annual Council meeting and meeting of the Pastoral Charge
 - Seeking out and nominating persons to fill vacancies on committees
 - Submitting an annual budget to the Financial Committee

Outreach

- Assessing the needs of the local community and determining the appropriate level of our involvement
 - Assessing national and international needs identified by the Division of Mission of the United Church of Canada and communicating these to our Pastoral Charge
 - Assessing current outreach programs, e.g., food bank, to determine our appropriate involvement
 - Administrating the Benevolent Fund
 - Receiving applications for scholarship funds and selecting candidates
 - Maintaining close liaison with the Kentville & Area council of Churches, outreach committees of other local churches, and social agencies and other charities
 - Submitting an annual budget to the Finance Committee

Pastoral Care

- Working with ministers to coordinate a systematic visitation program to members with special needs, and reporting situations which may require attention, including communion off-site
 - Arranging for Council-approved orientation of volunteers
 - Reporting regularly to Council
 - Developing a system for the effective delivery of worship tapes, bulletins etc. to pastoral members with special needs
 - Arranging and scheduling transportation to worship for the elderly and disabled
 - Submitting an annual budget to the Finance Committee

Property

- Developing a 5-year plan for the maintenance of property and submitting a corresponding maintenance and/or capital expenditure budget to the Finance Committee
 - Maintaining the sanctuary, hall, and grounds
 - Supervising and directing the cleaning contractor, reviewing annually all service and maintenance contracts and making recommendations to

Council on same

- Updating annually inventory of all church equipment, in co-operation with the Board of Trustees
- Submitting an annual budget to the Finance Committee

Stewardship

- Developing a 5-year plan to address the overall stewardship requirements of the Pastoral Charge and plan strategies to meet them
 - Developing a yearly roster of all Pastoral Charge members and adherents, and inviting all to review their level of financial support and determine anticipated support for the ensuing year
 - Implementing a strong ongoing stewardship education program involving the whole Pastoral Charge, and recommending and arranging stewardship visits as deemed necessary
 - Recommending support for the Mission and Service fund
 - Submitting an annual budget to the Finance Committee

Worship

- Reviewing and evaluating our worship practices to enhance our spiritual nurturing
 - Communicating with ministers, the organist/choir director and members regarding suggestions about worship and plans for the ensuing year (in consultation with the Christian Development Committee), including pulpit and organ supply as necessary
 - Encouraging new forms and expressions of worship, and recommending new music and print resources
 - Establishing and updating guidelines for weddings, baptisms, communion and funerals, and sharing in the provision of the Sacraments, including development of procedures for their administration and scheduling
 - Promoting and encouraging lay participation, especially children, in worship
 - Recruiting, training and scheduling lay readers, ushers and greeters
 - Establishing and updating policy for the procurement and realistic retirement of memorial gifts
 - Ensuring the proper care and maintenance of the sanctuary, its furnishings and décor
 - Arranging regularly scheduled maintenance of the sound system and musical instruments
 - Promoting, encouraging and participating in ecumenical services of worship
 - Overseeing the plans and preparation for the reception of new members
 - Submitting an annual budget to the Finance Committee