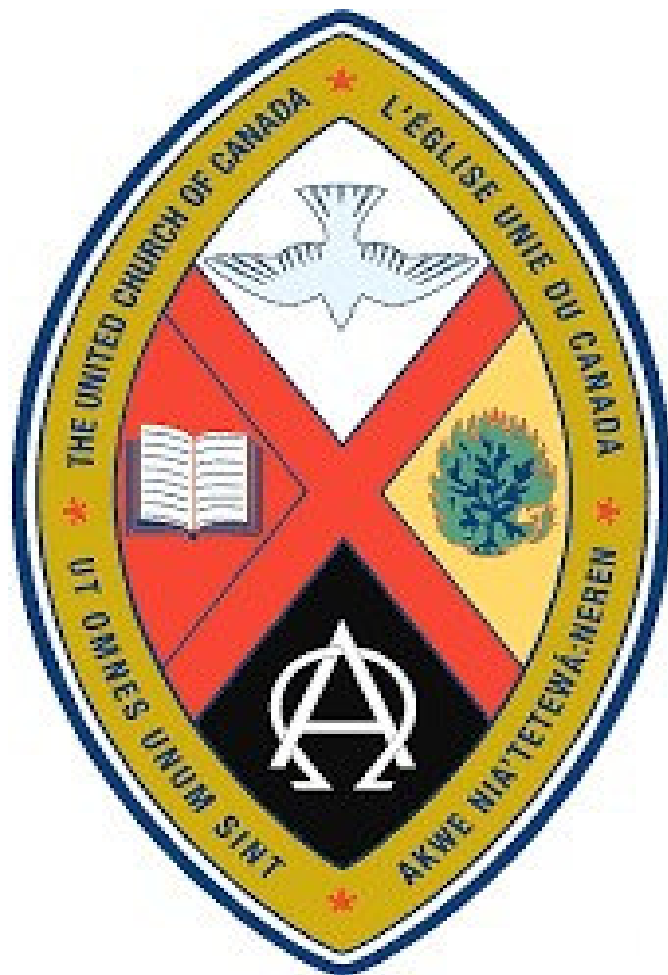


CENTRAL QUEENS UNITED CHURCH

Governance Handbook

To support the inner-workings of the Church



Introduction

Purpose of Handbook

This handbook is the primary guide to questions related to governance and organizational structure at Central Queens United Church.

Every congregation needs structures and practices that enable it to pursue its mission to the fullest. Buildings, property, and investments need to be maintained and managed. Decision-making processes need to be clear, accountable, and appropriate to the size and context of our Community of Faith. Vulnerable people need to be assured of safety and security. The congregation's resources need to be carefully managed to enable the many ministry activities to flourish.

For whom is this Handbook?

It is written for ministry personnel, volunteers, paid staff, committees, teams, and anyone within our Community of Faith to help understand the specific responsibilities of our governance, and how we relate to the life and mission of our congregation.

This handbook is based on the [*Manual of the United Church of Canada 2024*](#), which outlines the by-laws of the United Church of Canada. The purpose of by-laws, within the church, is to order procedures and provide for the consistent resolution of differences. This handbook covers correct procedures for most foreseeable contingencies. The Manual of the United Church of Canada will take precedence over the Governance Handbook of our Community of Faith.

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DIRECTORY ASSISTANCE

To locate a specific person or a particular committee, please contact the Central Queens United Church office administrator at **902-964-2221**, clergy at **902-964-2291** for further assistance.

The mailing address for Central Queens United Church is:
19848 Route 2, PO Box 130
Hunter River,
Prince Edward Island,
Canada C0A 1N0

STANDARDS OF PRIVACY

Please note the following:

Confidentiality:

Photographs:

Photos taken at Central Queens United Church events shall not be used without consent of those whose images are contained within the photo.

United Church of Canada

The United Church of Canada is the largest Protestant denomination in Canada. We minister to over two million people in about 3,000 congregations across the country. Ours is a rich history closely entwined with the development of Canada itself.

The United Church was inaugurated on June 10, 1925 in Toronto, Ontario, when the Methodist Church in Canada, the Congregational Union of Canada, and 70 per cent of the Presbyterian Church of Canada entered into an organic union. Joining as well was the small General Council of Union Churches, centered largely in Western Canada. It was the first union of churches in the world to cross historical denominational lines and hence received international acclaim. Impetus for the union arose out of the concerns for serving the vast Canadian northwest and in the desire for better overseas mission. Each of the uniting churches, however, had a long history prior to 1925.

United Church Crest

The crest is the official signature of The United Church of Canada, placed on legal documents, ordination and commissioning certificates, and licenses to perform the sacraments. Designed by the Rev. Dr. Victor T. Mooney (a treasurer of the United Church), it was officially adopted in 1944 by the 11th General Council.

For our church members, this insignia is a spiritual and historic reminder. Its oval shape is derived from the outline of a **fish**, a symbol of identity by early Christians. The initials of the words "Jesus Christ, Son of God, Saviour" spell the Greek word for fish.

The crest is designed in the form of a St. Andrew's Cross with an insignia in each of the four corners. The "X" at the centre, the first letter of the Greek word for Christ, is a traditional symbol for

Christ. In the four corners of the crest are symbols, three of which are particularly associated with the three communions—Congregational, Methodist, and Presbyterian— that united to form The United Church of Canada in 1925.

The **open Bible** represents the Congregational Churches with their emphasis upon God's truth that makes people free. From this communion we have a heritage of liberty in prophesying, love of



spiritual freedom, awareness of the creative power of the Holy Spirit, and clear witness for civic justice.

The **dove** is emblematic of the Holy Spirit (Mark 1:10) whose transforming power has been a distinctive mark of Methodism. Here our heritage is one of evangelical zeal, concern for human redemption, warmth of Christian fellowship, the testimony of spiritual experience, and the ministry of sacred song.

The **burning bush** is the symbol of Presbyterianism. It refers to the bush that burned and was not consumed (Exodus 3:2) and symbolizes the indestructibility of the church. From Presbyterianism we have received a heritage of high regard for the dignity in worship, the education of all people, the authority of scripture, and the church as the Body of Christ.

The symbols **alpha** and **omega** in the lower quarter are the first and last letters of the Greek alphabet. They symbolize the eternal living God, in the fullness of creation (Revelation 1:8).

The Latin words *ut omnes unum sint* that surround the symbols on the crest mean "That all may be one" and are taken from John 17:21. They are a reminder that we are both a "united" and "uniting" church.

In 1980, a French translation of The United Church of Canada—L'Église Unie du Canada—was authorized by General Council to be added to the crest.

In August of 2012, at the 41st General Council, The United Church of Canada acknowledged the presence and spirituality of Aboriginal peoples in the United Church by revising the church's crest. The crest changes include incorporating the colours often associated with the Aboriginal Medicine Wheel. The Medicine Wheel, which reflects respect for diversity and interdependence, is often represented in the four traditional colours of yellow, red, black, and white, which incorporate important teachings from the four directions, the four stages of life, and the four seasons. The placement of these colours will vary according to the traditions of the nation. The Medicine Wheel teaches us to seek balance in the physical, mental, emotional, and spiritual aspects of the circle of life. The crest changes also include the addition of the Mohawk phrase "Akwe Nia'Tetewá:neren" [aw gway-- nyah day day waw-- nay renh], which means "All my relations."

PREAMBLE

Central Queens United Church is a duly constituted Community of Faith within the Fundy St. Lawrence Dawning Waters Region (FSLDW) and United Church of Canada. It is our intent that these policies and procedures model those proposed by the [2024 Manual of the United Church of Canada](#). While this document is intended as a guide for structuring our call to “Be Church,” it is obvious that common sense adjustments and variations may be required from time to time to accommodate available resources and personnel.

Environmental Statement

- Central Queens United Church will conduct its business in a socially responsible and ethical manner, protecting the environment and benefitting the community where we worship.
- In keeping with this practice, non-recyclable products (including plastic water bottles and Styrofoam cups) are not permitted on site.
- With respect to those with sensitivities, scented flowers and other fragrances are also prohibited on site.
- We further recognize an obligation to provide safety and security to all by maintaining the highest standards and by serving as an example to both our members and the community at large.

Governance and Administration

A “court” is a body established by the United Church of Canada Act, the basis of union, or the General Council that has deliberative and decision-making powers (p. 45, Administration, [UCC Manual 2024](#)).

There are three courts in the United Church of Canada structure. These are: General Council, Regions, and local congregations, also known as communities of faith. (i.e. Central Queens United Church). We are a Community of Faith within Region 14, Fundy St. Lawrence Dawning Waters Region, which encompasses Prince Edward Island, New Brunswick, and the Gaspé. ([ucceast.ca.](#))

Central Queens United Church

Brief history of churches that formed Central Queens United Church:

In 1925, with the formation of the United Church of Canada, Hampshire Methodist Church, Hunter River Methodist Church, North Wiltshire Methodist Church and Wheatley River Methodist Church joined to form the Hunter River United Church Pastoral Charge. In July 2007, with the building of our new church and sanctuary, the Hunter River United Church Pastoral Charge became the Central Queens United Church. This Pastoral Charge is under the oversight of Fundy St. Lawrence Dawning Water Region, one of sixteen Regions under the oversight of the United Church of Canada.

HAMPSHIRE UNITED CHURCH

Hampshire church was built in 1898. It was part of the Cornwall Circuit of Methodist Churches until 1925 when it became part of the Hunter River United Church Pastoral Charge. Hampshire United Church was decommissioned on November 27, 2006. From November 27, 2006 to July 3, 2007, the Hampshire Congregation worshipped at the Hunter River United Church. On July 8, 2007, worshippers met for the first church service at Central Queens United Church.

HUNTER RIVER UNITED CHURCH

In 1832, the First Bible Christian Church was built in Greenvale. This small log church took in the areas surrounding Greenvale, including Hunter River and Wheatley River. In 1876, a new church was erected on the same site on Route 2 in Greenvale. In 1883, the First Bible Christian Church in Greenvale united with the Methodist Christian Church. In 1888, the church building was moved to Hunter River. In 1925, the Methodist Christian Church in Hunter River became the Hunter River United Church Pastoral Charge. On July 3, 2007, the church was decommissioned and the building was subsequently sold and opened as Harmony House, celebrating music and theatre. This new sanctuary became Central Queens United Church and the first worship service was held on July 8, 2007. Rev. Barbara Wagner was the called clergy serving this pastoral charge.

NORTH WILTSHIRE UNITED CHURCH

In the 1820's, the "Meeting Place" was built in North Wiltshire. In 1861, a new church building was built. From 1858 – 1928 the congregation was a part of the Cornwall Methodist Church. At Church union in 1925, North Wiltshire Church joined the Hunter River United Church Pastoral Charge. The North Wiltshire Church was decommissioned on November 29, 2006, and the congregation joined in worshipping at Hunter River United Church until July 3, 2007. Then on July 8, 2007, the first worship service was held in the newly built Central Queens United Church.

WHEATLEY RIVER UNITED CHURCH

The third Bible Christian Church on the Island was constructed at Wheatley River. This small log church opened for worship on August 26, 1838. In 1850, this small log church became unfit for use and a new frame church was erected in its place. In 1860, this ten year old framed structure became too small for the congregation and was moved to Rustico. A new and larger church was built in Wheatley River. In 1883, the Bible Christian Church united with the Methodist Christian Church. In 1925, the Wheatley River Methodist Christian Church became part of the Hunter River United Church Pastoral Charge. On November 30, 2006, the church was decommissioned and the building was sold and moved. From 2006 until July 3, 2007, the congregation worshipped at the Hunter River United Church. On July 8, 2007, the first worship service was held at Central Queens United Church of Canada.

Central Queens United Church Mission

We are a loving and living community called to support the life stages of all people; celebrating joy and sharing in pain. Through faith and fellowship, we are united in God's love to live and serve as Disciples of Christ.

Behavioural Covenant

As the people of God, then, the holy people whom God loves, you are to be clothed in heartfelt compassion, in generosity and humility, gentleness and patience. Bear with one another; forgive each other.

(based on Colossians 3:12-13).

Holy Manners are promises we make to each other; that is, shared expectations of Christian behaviour we strive to offer to each other. Practicing Holy Manners creates safety within the faith community; we are more likely to experience healthy relationships within the faith community and are better able to create or renew meaningful friendships.

We promise to relate to one another with

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

We acknowledge the land that we stand upon by:

- remembering that Indigenous peoples have walked these paths;
- understanding that we are one part of God's creation; and
- honouring future generations by preserving this land as they find their own paths.

In our Christian love for one another, we will:

- invite the Spirit into both our worship and business;
- attend to others with our whole selves: our physical senses, intuition, imagination, and intellect;
- speak in the spirit of truth and gentleness, avoiding unhelpful generalizations and racial stereotypes;
- not interrupt when others are speaking;
- be mindful of language that is not inclusive;
- affirm the deep wisdom of silence and pause, as necessary, to ponder what others have said;
- seek to understand rather than win arguments and assume best intentions;
- hold our beliefs and opinions lightly; and
- hold one another in prayer.

NOTE: The phrase "Holy Manners" comes from *Behavioural Covenants in Congregations: A Handbook for Honouring Differences*, by Gil Rendle. (An Alban Institute Publication, 1998).

The Session/Stewards Model

The two primary decision-making groups in this model are

- The Board of Elders (also called the Session)
- The Committee of Stewards

Each of these groups meet separately and has distinct areas of responsibility. In this model, the Session and the Stewards are mandated to meet together on at least a quarterly basis. When they meet, they are called the Official Board.



Session

The Board of Elders, or Session, is responsible for the spiritual leadership of the congregation, including worship, education, pastoral care, and outreach. The ministry personnel settled in or appointed is a member of Session. A quorum for Session requires the attendance of the ministry personnel. In the absence of the ministry personnel, the Pastoral Charge Supervisor must be in attendance.

Stewards

The Committee of Stewards is responsible for the temporal members of the congregation, including stewardship development, remuneration of personnel, capital expenditures, property maintenance, and day-to-day administration of finances. The Committee of Stewards elects from its members a treasurer.

Governance Procedures

DEFINITIONS:

Please note that the following definitions apply to this handbook.

Community of Faith – means a “congregation.” The two terms are used interchangeably in the following policies, and in the [UCC Manual 2024](#).

Regional Council – (The Region) means Fundy St. Lawrence Dawning Waters

Denominational Council / General Council: [UCC Manual 2024](#) noted that they will use the term *General Council*, however both terms are used. (See A.1.1 p. 49).

1.0 Community of Faith

1.1.Purpose and Responsibilities

- offering support and guidance to the elected Board, committees and teams who make decisions about the life of the Community of Faith;
- meeting at least annually; and
- complying with Denominational Council and Regional Council policies

1.2 Spiritual Life

- setting policies for membership, within denominational guidelines;
- receiving and celebrating new members in the community of faith; and
- living in covenant with Mother Earth and all people of our Earth community

1.3 Membership

The process to become a member of the Central Queens United Church includes baptism, confirmation, and/or transfer of membership.

1.3.1 A Community of Faith is comprised of

- a. members;
- b. full members;
- c. adherents; and
- d. members of the order of ministry whose names have been added to the membership roll. (P. 59, [UCC Manual 2024](#), B.3.5.2.)

1.4.0 Congregational Meetings

1.4.1 Meetings may be called by:

- a. the Chair of the Annual Meeting;
- b. a member of Order of Ministry called or appointed to the pastoral charge;
- c. the pastoral charge supervisor; or
- d. Fundy St. Lawrence Dawning Waters Regional Council, and

1.4.2 the notice of the meeting must indicate the purpose of the meeting.

1.4.3 Congregational meetings that are not for the purpose of Pastoral Relations must be held within 15 days of the request. After notice of the meeting has been read, the meeting may take place the same day or any day after that. (P. 62. [UCC Manual 2024](#), B.5.3.4).

1.5. Annual General Meeting

1.5.1 At the annual meeting, the Community of Faith is responsible for:

- a. Electing the Chair, and the Secretary;
- b. Receiving the annual reports from the Official Board, committees, and other groups in the congregation or pastoral charge;
- c. Electing the Regional Council representatives, and members of the Official Board, and its committees;

1.5.2 Considering and making a decision on the draft annual budget to:

- a. approve the budget without any changes;
- b. make changes to the budget and approve the budget with those changes; and
- c. refer the budget to the governing body to make changes for the Community of Faith to consider at another meeting.

1.5.2 Changes to Approved Budget

- a. Any changes to the approved budget, above 15% must be approved by the congregation. In an emergency, such approval may be given by the Official Board and announced to the congregation, from the pulpit and in writing, the following Sunday

1.5.3 Signing Authority

- a. Treasurer, and
- b. Two members appointed by the Finance Committee and approved annually at the Annual Meeting.

B 2.0 Official Board

The congregation of Central Queens is governed by an Official Board model. The two primary decision-making groups in the congregation are the Session (also known as Board of Elders) and the Committee of Stewards.

The Session is responsible for the spiritual leadership of the congregation.

The Committee of Stewards is responsible for the temporal matters of the congregation, including, remuneration of personnel, capital expenditures, property maintenance, and day-to-day administration finances.

2.1 Responsibilities

2.2 Oversight and Administration

1. Ensures the effective functioning of the congregation's ministries and operations.
2. Coordinates and supports the work of committees and the minister.

2.3 Policy and Decision-Making

1. Establishes policies for the pastoral charge in accordance with The Manual of the United Church of Canada.
2. Makes decisions on matters that affect the life and work of Central Queens United Church.

2.4 Financial Stewardship

1. Oversees the congregation's finances, including budgets, expenditures, and fundraising efforts.
2. Ensures that financial obligations (e.g., salaries, maintenance) are met

2.5 Mission and Ministry Support

1. Encourages and supports the congregation in living out its mission.
2. Coordinates with regional councils and the national church as needed.

2.6 Congregational Meetings and Reporting

1. Calls and facilitates congregational meetings as required.
2. Accepts reports and documentation for the congregation.
3. Acts on other responsibilities as stated in the [UCC Manual 2024](#)

2.7 Membership of Official Board

1. The membership of the official Board is outlined in the diagram on page 14
2. Members are named and nominated by the Nominating Committee and approved by the Congregation's annual meeting.
3. Additional members named to a committee can be approved by the Official Board.

2.8 Chair of Official Board

1. Will chair all meetings of the Community of Faith except those called by the Regional Council. (P. 62, *UCC Manual 2024* , B 5.3.5)
2. With information received from clergy, committees and teams, plan the agenda for Board meetings.
3. Takes votes and announces results.
4. Votes only if there is a tie.
5. Ensures that the governance structure supports the called or appointed clergy.
6. Works collaboratively with the called or appointed clergy.

2.9 Past Chair of Official Board

1. If the Chair of the Board is unable to fulfill the duties of office, the past chair will assume this position, and
2. participate as a member of the Official Board

2.10 Secretary of the Official Board

The duties of the Secretary shall include:

1. Working knowledge of the guidelines of The United Church of Canada regarding recording and keeping minutes.
2. Record recommendations, motions and all other relevant business.
3. Acknowledge and respond to correspondence, when appropriate.
4. Serve as the Secretary for Congregational Meetings.

5. Distribute minutes to Board members and to the office administrator and post on the bulletin board.

2.11 Meetings of the Official Board

The Official Board will meet quarterly or as needed.

2.12 Clergy

Is a member of the Official Board, and its committees. Clergy may vote on motions, at their discretion.

2.13 Authority

- 2.13.1 In the absence of specific policies or topics in this governance handbook, the policy of the current manual ([UCC Manual 2024](#)) of the United Church of Canada will be followed. If there is a discrepancy between our Governance Handbook and the United Church Manual, 'The Manual 2024 will take precedence.

2.14 Voting

A vote may be taken in a manner determined by the Official Board, for example by paper or show of hands. (See p. 189, *UCC Manual 2024*, Appendix. Note Exceptions.) If necessary, electronic voting is allowed, including teleconferences and via email (all members are copied on each email vote). Voting by e-mail shall follow the procedures as outlined in the [UCC Manual 2024](#), (p. 50). (See also Appendix A-4, *Decisions by E-mail*, p. 190, 3.4.2).

2.15 Quorum

A meeting of the Official Board may take place only:

- 1 If at least one-half of its members are present; **and**
- 2 When one of the following is present:
 - (a) a member of the Order of Ministry who has been settled in or appointed to the pastoral charge;
 - (b) a designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge;
 - (c) the pastoral charge supervisor; or
 - (d) another person appointed by the Region to attend the meeting.

3.0 COMMITTEES

3.1 General Responsibilities of all Committees:

1. Committees shall meet as often as necessary to accomplish their responsibilities. Meetings are called by the committee chair.
2. Authority is delegated by the Community of Faith of Central Queens United Church to committees, and other groups that offer leadership, and make decisions that will enhance the life and ministry of Central Queens United Church.
3. Committees must work within their budgets. Any unforeseen expenses must be approved by Board or the Community of Faith.
4. Ensure that draft and approved minutes are available to the Board, and other committees, as early as possible after their meetings.
5. Monitor the committee budget and manage expenditures throughout the year.
6. Ensure that all committee members are made aware of the responsibilities of the committee.
7. Ensure that our office administrator is aware of any needs that impact their duties.

4.0 Session

4.1 Purpose

The Committee of Elders, also known as the Session, is responsible for the spiritual leadership of the congregation, including

- a. worship,
- b. education,
- c. pastoral care and
- d. outreach.

The ministry personnel settled in or appointed to Central Queens United Church is a member of the Session. A quorum for Session is 50% plus one and requires the attendance of the ministry personnel or, where no minister is settled or appointed, the pastoral charge supervisor must be in attendance.

4.1 Membership:

Email: office@cquc.ca Website: <https://cquc.ca/index.htm>

- 1 There are sixteen elders
- 2 Elders are elected by the community of faith for their wisdom, caring, spiritual discernment, and other gifts of the Spirit. They are entrusted with leadership among the whole congregation.
- 3 The ministry personnel settled in or appointed to Central Queens United Church is a member of the Session. A quorum for Session requires the attendance of the ministry personnel or, where no minister is settled or appointed, the pastoral charge supervisor must be in attendance.

4.2 Responsibilities of the Committee of Session (Elders)

4.3 Spiritual Oversight

1. Provide for the spiritual nurture of the congregation.
2. Support the worship life of the community, including the sacraments (baptism and communion).
3. Encourage faith formation and Christian education.

4.4 Pastoral Care

1. Ensure that the pastoral needs of the congregation are being met.
2. Provide support and care to members and adherents.
3. Oversee visitation, especially for those who are ill, elderly, or grieving.

4.5 Church Membership

1. Receive new members and oversee baptisms, weddings, confirmations, and transfers.
2. Maintain a roll of members and adherents.
3. Deal with matters of church discipline in a pastoral and restorative manner.

4.6 Support of Ministry Personnel

1. Offer guidance, support, and evaluation for the minister(s) and other staff.
2. Partner with ministry personnel in leading the life and work of the congregation.
3. In some cases, assist in supervising student ministers or those in discernment.

4.7 Mission and Outreach

1. Discern and promote the congregation's mission in the local and global community.

2. Support justice, outreach, and service initiatives.

4.8 Worship Leadership

1. Work with ministry personnel to plan and review worship.
2. When the minister is away, ensure there is pulpit supply.

4.9 Administration and Governance

1. Make decisions on behalf of the congregation as needed.
2. Report to and work in partnership with the governing body of the Region.
3. Ensure compliance with United Church polity, including The Manual and other guidelines.

4.10 Maintain the Historic Roll and Membership Roll of the Church and provide an update annually to the Official Board;

- a. Maintain the Record of Children
- b. Maintain the Register of Baptisms, Marriages and Burials;

4.2 Clerk of Session

4.2.1 Responsibilities of Clerk of Session

1. Notify members of upcoming meetings including the location, date, and time of the meetings;
2. Prepare an agenda for each meeting;
3. Distribute draft minutes of the previous meeting to all members;
4. Read correspondence at each meeting;
5. Keep minutes and motions of all meetings;
6. Sign minutes adopted at all meetings;
7. Conduct official correspondence for the Committee of Session;
8. Keep official records securely stored
9. Ensure preparation of elements for communion is assigned
10. Prepare annual report for the congregation's annual meeting

4.2.2 Responsibility of Elders

1. Attend all meetings called by the Clerk of Session
2. Attend all meetings of the Official Board
3. Occasionally throughout the year, be in touch with the assigned congregational members on your list. If there are any concerns, please notify our clergy.

4. Support the Clerk of Session, as requested
5. As requested, prepare elements for communion
6. Serve on one Committee of Session ie: Worship, Faith Formation, Outreach and Social Justice

4.2.3 Duty Elders

1. Serve as greeter on assigned Sundays
2. Distribute the bulletins bring forward the offering at the appropriate time.
3. Be prepared to read the Psalm or ask someone to assist
4. Ask a young person to light the candle and bring forward the Bible during the introit.
5. Prepare elements for communion on named Sundays.

5.0 Faith Formation Committee

5.1 Purpose

The Faith Formation Committee is responsible for providing leadership, direction, encouragement and oversight for all Christian education programs.

5.2 Membership

- a. The committee shall consist of four members with one member from Session.

5.3 Meetings

- a. Planning meetings will take place two times a year and as needed. Minutes shall be written and distributed to Committee members.

5.4 Responsibilities

5.4.1 Christian Education and Spiritual Development

1. Support and oversee Sunday School, youth ministry, confirmation, adult studies, and intergenerational learning.
2. Ensure the curriculum and learning materials reflect United Church theology and values.

5.4.2 Leadership Support

1. Recruit, train, and support volunteers and teachers.
2. Encourage and equip lay leadership in education and faith-sharing roles.

5.4.3 Integration with Worship and Congregational Life

1. Collaborate with worship leaders to integrate children, youth, and families into worship.

2. Support seasonal and intergenerational events (e.g. Advent, Lent, World Communion Sunday).

6.0 WORSHIP COMMITTEE

6.1 Purpose

The Worship Committee of Session collaborates with the minister and music team to plan weekly and special worship services while ensuring the integrity, inclusivity and theology of the United Church.

6.2 Membership

1. Up to four full members or adherents of the congregation, including at least one member from the Committee of Session.
2. The Music Director or their designated representative.
3. A representative from the Sunday School.
4. The Minister.

6.3 Responsibilities

1. Collaborate with the minister and music director to plan and coordinate all aspects of congregational worship.
2. Regularly review and evaluate the structure and content of worship services.
3. Recruit and schedule worship volunteers, including: readers, and assistants for special services.
4. Ensure the sanctuary is appropriately decorated for seasonal and special occasions, such as Thanksgiving, Advent, Christmas, Good Friday, Easter, and Pentecost.
5. Facilitate pulpit supply as need.
6. Support the Media team, as needed.

E 7.0 Committee of Stewards

7.1. Responsibilities

The Committee of Stewards is primarily responsible for the financial and property management of the congregation. Its purpose is to ensure good stewardship of the church's resources—human, financial, and physical—so that the mission and ministry of the church can thrive.

7.2 Membership

The following positions comprise the Committee of Stewards:

1. Up to 5 full members or adherents of the congregation are elected to the Committee of Stewards for a three-year term at the Congregational Annual General Meeting. This will include a representative from the Property, Finance and Stewardship Committees and UCW.
2. The Church Treasurer is elected at the Congregational Annual General Meeting and serves as a member of this Committee and may serve indefinitely without a hiatus.
3. Members of the Committee of Session will not serve as members of the Committee of Stewards at the same time.

7.3. Meetings:

1. Meetings shall be held a minimum of four times per year. The first meeting should be in February or March, following the Congregational Annual General Meeting.
2. A budget meeting must be held before the Annual General Meeting.
3. The quorum for a meeting of the Committee of Stewards is 50% of the members.
4. At the first meeting, following the Annual General Meeting, the Committee of Stewards will elect its members to the following positions:
 - a. Chair of the Committee of Stewards;
 - b. Secretary of the Committee of Stewards;

7.4. Responsibilities of the Committee of Stewards Chair

- a. Preside over all meetings of Stewards;
- b. is a member of the Nominating Committee, and
- c. the Executive Committee of the Official Board.

7.5. Responsibilities of the Secretary of Committee of Stewards

- a. Notify members of upcoming meetings including the location, date, and time of the meetings;
- b. Prepare an agenda for each meeting; Distribute draft minutes of the previous meeting to all members;
- c. Read correspondence at each meeting;
- d. Keep minutes and motions of all meetings;
- e. Sign minutes adopted at all meetings;
- f. Conduct official correspondence for the Committee of Stewards;

- g. Keep official records securely stored.

Expenditure Limit

The Committee of Stewards is authorized to spend funds for a non-budgeted item up to \$1,500 for any single church project. For projects requiring funds above \$1,500, the Committee of Stewards shall seek approval from the Official Board.

8.0 FINANCE COMMITTEE

8.1 Purpose

The purpose of the Finance Committee is to oversee the financial affairs of the Community of Faith in accordance with The United Church Manual. The stewardship of money, time, and talents is an essential part of this committee's emphasis.

8.2 Membership

1. The Chair of the Finance Committee will be elected by the Committee of Stewards at the first meeting following the Annual General Meeting. The Chair of the Finance Committee *may not* be the Treasurer
2. The treasurer is a member of the Finance Committee
3. There will be a minimum of 4 members, excluding the treasurer

8.3 Meetings of the Finance Committee

Meetings shall be held a minimum of four times per year;

8.4 Responsibilities

1. Assisting with the planning and carrying out of fundraising and special appeals in coordination with the Official Board and the Stewardship Committee.
2. Disbursement of funds.
3. Preparing the budget to be approved by the Community of Faith.
4. After discussion with Official Board and/or Community of Faith, may authorize borrowing funds for the pastoral charge.
5. Reporting to Official Board.
6. Coordinating and helping to prioritize the spending plans of the Community of Faith.
7. Identify the sources of funding for capital projects.

8. Supporting the Treasurer in accomplishing duties.
9. Regularly report to the Official Board and Community of Faith on the current financial situation.
10. Together, with the Official Board and the Stewardship Committee, plan for methods of securing necessary funding to support the ministries of the Community of Faith.
11. Recommend an independent knowledgeable person to perform an accounting review and make recommendations at the Annual General Meeting.

8.5 The Finance Committee may also:

- a. Consider any unusual transactions, e.g. restriction of funds. Such requests should always be approved by the Board or Community of Faith.
- b. Work in consultation with the Office Administrator on the day-to-day financial transactions.

Note: The Resource for the Treasurer is the [Financial Handbook for Congregations 2017](#)). See also, [The Manual 2024](#), for further information on Financial Committees.

8.5.1 The Finance Committee is empowered by the Official Board or Community of Faith to make decisions within the mandate established in this document and within the context of the Official Board's organizational policies and [The Manual of the United Church of Canada](#).

8.6. Annual Budget

Responsibility for Budget belongs to the congregation of Central Queens United Church. Any requests beyond 15% of that allocated for a particular project or committee must be approved by the Official Board. Any requests for funding, not allocated in the budget must be approved by the Community of Faith,

8.7. Treasurer

- (i) Follow all requirements of the United Church of Canada [Financial Handbook for Congregations](#) and [Financial Resources Handbook](#).

8.7.1 Weekly Offering:

- (i) Best Practices for counting the offering can be found, beginning on p. 57 [Financial Handbook 2017, United Church of Canada](#).)

8.7.2 Policy for the Disbursement of Funds

- A. The Treasurer is responsible for ensuring all funds received for the ministry of the congregation are disbursed in the following order of priority:

Email: office@cquc.ca Website: <https://cquc.ca/index.htm>

- (i) The remuneration of the ministry personnel serving the Church;
- (ii) The assessments payable to the United Church Pension Fund and the Group Insurance Plan;
- (iii) The salaries of other staff of the congregation;
- (iv) The annual assessment to the United Church of Canada;
- (v) Other capital and current expenses of the congregation

9.0 PROPERTY COMMITTEE

9.1. PURPOSE

The Property Committee will oversee the maintenance, enhancement, repairs and safety of the Church building and grounds.

9.2 Responsibilities

- a. Ensure the church building, grounds, and all ancillary equipment are properly maintained;
- b. Obtain and review estimates for work to be considered by contractors;
- c. Approve and arrange for repairs, alterations, and improvements;
- d. Maintain and update a maintenance manual for all Church facilities which require regular maintenance;
- e. Receive reports of needed maintenance and deficiencies from the Church Custodian and respond as warranted;
- f. Prepare the Position Description for the Custodian and with Ministry and Personnel review it every three years

9.3 Membership

A minimum of three plus the Custodian and one member of the Committee of Stewards.

9.4 Meetings

- (i) Meetings shall be held a minimum of four times per year

10.0 Stewardship Committee

Email: office@cquc.ca Website: <https://cquc.ca/index.htm>

10.1 Purpose

The Stewardship Committee recognizes that everything we have (our time, talents and treasures) belongs to God and that we are called to use these resources for God's purposes in the world. We also recognize that we are called to share these God-given gifts – we give generously because we have received abundantly.

The Stewardship Committee helps ensure that stewardship education is accorded proper emphasis in the work of the Council and in the life of the Congregation. In this capacity, the Committee serves to encourage and help congregants discover and deploy their spiritual gifts in our ministries and beyond; to nurture stewardship formation; to engage the congregation with respect to our spiritual relationship to money and resource consumption; and to challenge the Central Queens United Church community to live with respect in creation.

10.2 Responsibilities

1. Initiating and coordinating a regular awareness and education program to make the Congregation aware of our Mission, and motivate the Congregation to meet the Mission.
2. Working with the Finance Committee to ensure that the Congregation is fully aware of the church's financial position, and help to develop options for the Congregation's giving's.
3. Liaising with other groups and Committees to generate ideas and initiate projects to fulfill the financial and other resource requirements needed to achieve the stewardship program of Central Queens.
4. Maintaining the Congregation's awareness of its environmental stewardship responsibilities.
5. Developing and managing the Committee's budget,
6. Ensure the Committee of Stewards is kept apprised of the direction of the committee.

11.0 MINISTRY AND PERSONNEL (M&P) COMMITTEE

Email: office@cquc.ca Website: <https://cquc.ca/index.htm>

11.1 Purpose

The purpose of the Ministry and Personnel (hereafter known as the M&P) Committee is to oversee the roles and functions of church employees, encourage, and promote good working relationships among staff and the members of the congregation.

11.2 Responsibilities

- (i) Carrying out all duties as described in the Handbooks of the United Church of Canada [Ministry and Personnel Committees: Policy, Personnel, & Practices.](#)

12.0 Nominations Committee

12.1 Purpose of the Nominating Committee is to ensure that the Committees that comprise the Central Queens Community of Faith have the members necessary to fulfill their ministry.

12.2 Membership

- a. Nominations will be a minimum of two members

12.3 Responsibilities of the Nominating Committee

1. Determine the number of positions required for the Chair of the Official Board, Secretary of the Congregation, the Board of Trustees, the Committee of Stewards, the Committee of Session, the M&P Committee, the Church Treasurer, and the Clerk of Session; -
 2. Nominations for the Committee of Elders, are chosen by the Community of Faith from the list of Full Members distributed three weeks prior to the close of Nominations.
 3. The Nominations Committee should liaise with the Chair of the Board of Trustees and the Chair of the M&P Committee when considering candidates for these two organizations to ensure candidates fully understand the duties and responsibilities involved; -
 4. Nominees for positions are presented at the Congregational Annual General Meeting. The Chair will call for other nominations from the floor. After nominations are closed, elections will be held to fill all positions available
 5. The Executive of the Official Board may be asked for assistance as needed,
- **NOTE:** Refer to [The UCC Manual 2024](#) - Guideline for Nominations Committee in Selecting and Appointing Members. (See p. 72, B.7.8.3 *Electing Committee Members: The congregation or pastoral charge is responsible for electing the members of the committees. It may also choose the members in any other way that it decides.*)

13.0 Fundraising Committee

13.1 Purpose

To organize and coordinate efforts to raise funds for the church's ministries, programs and operational needs over and above the regular congregational giving. It plays a key role in planning events, that engage the congregation and broader community.

13.2 Membership

- a. The committee shall consist of four members.

13.3 Meetings

- a. Planning meetings will take place twice a year - fall and winter, and as needed. Minutes shall be written and submitted to Official Board.

13.4 Responsibilities

1. **Develop Fundraising Strategy:** Create a plan for fundraising that aligns with the church's mission and goals.
2. **Organize Fundraising Events:** Plan and execute fundraising events such as dinners, auctions, or charity drives to raise money for specific church needs.
3. **Engage the Congregation:** Encourage active participation from church members in fundraising efforts, cultivating a culture of generosity and stewardship.
4. **Create Communication Plans:** Develop and distribute promotional materials to raise awareness of fundraising efforts through social media, and church bulletins.
5. **Collaborate with Church Leadership:** Work closely with church leaders to ensure fundraising initiatives align with the church's overall vision and financial needs.

14.0 Hospitality Committee

14.1 Purpose

The purpose of the Hospitality Committee is to create a welcoming and inclusive environment for both visitors and members, fostering a strong sense of belonging.

14.2 Membership

1. The committee shall consist of four members

14.3 Meetings

1. Planning meetings will take place twice a year - fall and winter, and as needed.

2. Minutes will be written and shared with the Official Board.

14.4 Responsibilities

1. Organize opportunities for fellowship and fun;
2. Create a yearly hospitality plan: Connect with the church community to determine types of events;
3. Coordinate Fellowship Events: Organize / support social gatherings such as potlucks, coffee hours and special events to promote community building and connection among members;
4. Promote a Positive Atmosphere: Ensure a friendly, supportive and inclusive atmosphere during all church events, reflecting the church's values of hospitality and community.

15.0 United Church Women

15.1 Purpose

1. To unite women of the congregation for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ through Christian witness, study, fellowship and service.
2. The meetings consist of worship, program, bible study, bible quizzes and a short business meeting followed by fellowship and lunch.

15.2. The United Church Women live out their purpose through Outreach to the Community and surrounding areas through:

1. Outreach to Rosewood Seniors Complex;
2. Offering cheer boxes to friends and neighbours;
3. Supporting the Food Bank;
4. White Cross picnic - condiments and cookies;
5. Offering worship and spiritual programs at our meetings;
6. World Day of Prayer;

15.3 Contributions are also made to

- a. The mitten tree

- b. Upper Room Christmas Angels
- c. Families of CQUC at Christmas
- d. Cards of remembrance, celebration and support
- e. Gifts for our clergy
- f. Least coin
- g. Mission and Service of United Church of Canada
- h. Remembrance Day wreath
- i. Supporting the social activities and every day functioning at CQUC

16.0 BOARD OF TRUSTEES

16.1. Purpose and Responsibilities

The purpose of the Board of Trustees is to oversee the assets of the Community of Faith in trust for the United Church of Canada. This involves the holding of all types of property, including, but not limited to: lands, building, funds and investments, and the buying, selling, and leasing of property in co-operation with the Regional Council, within denominational guidelines.

16.2 Membership

Membership on the Board of Trustees shall consist of:

- (i) At least three trustees, who are members of the United Church and of legal age on Prince Edward Island, will be appointed at the Annual Congregational Meeting; and
- (ii) Any of the following may decide to be Chair of the Board of Trustees:
 - (a) the member of the order of ministry who has been called or appointed to the pastoral charge;
 - (b) the designated lay minister; or
 - (c) the pastoral charge supervisor.

16.3 The Trustees must comply with:

- (i) all decisions about congregational property that are made by the Official Board, or the Fundy St. Lawrence Dawning Waters Region; and
- (ii) all requirements outlined in *[The Manual G-3 \(page 121\)](#)* and the *[Congregational Board of Trustees Handbook](#)*.

17.0 CEMETERIES

17.1 Hunter River Cemetery

In 1888, the Methodist Church was moved from Greenvale to Hunter River. An agreement with the neighbouring Hunter River Presbyterian Church, allowing the United Church to share their cemetery. In 1953, land next to the church on Route 2 was donated to the Hunter River United Church by James L. LePage, This cemetery continues in use today under the umbrella of Central Queens United Church. This cemetery is cared for by the (2025) Committee: Wilfred Smith (President), Lois Lajeunesse (Secretary/Treasurer), Paul MacLean, Harvey Silliphant, Douglas Smith, Robin Lajeunesse.

17.2 Hampshire Cemetery

The first Hampshire Church was built in 1898 and the cemetery was located beside the church on Route 225. The Hampshire Cemetery is under the umbrella of the Central Queens United Church. The names of the committee members can be found in the Central Queens Annual Reports

17.3 North Wiltshire Cemetery

The North Wiltshire Cemetery adjoins the North Wiltshire “Meeting Place” which was built in the 1820’s. This is the oldest cemetery on Prince Edward Island. The cemetery is located on Route 225. It is under the umbrella of Central Queens United Church. The names of the committee members can be found in the Central Queens Annual Reports

18.4 Wheatley River Cemetery

Wheatley River Cemetery is located beside the Wheatley River Church that was built in 1838 on Route 224 in Wheatley River. The cemetery, also built in 1838. is still in use today. In 1930, land was donated by Robert Wares to enlarge the cemetery to its present size. It is under the umbrella of Central Queens United Church The names of the committee members can be found in the Central Queens Annual Reports

Guidelines

Changes to Governance Document:

- (i) Any changes to this document must be approved by the Official Board.
- (ii) All changes must be recorded on the Revisions Sheet on page 2 of this document.

Committees:

- (i) All Committees have the option to add members to their committees. When they do, they must inform the Nominations Committee. The Nominations Committee would then have this change in membership approved by the Official Board.
- (ii) All Committees must present a budget for approval.
- (iii) The Good Samaritan fund is overseen by the clergy and distribution of funds is confidential.

Terms of Office

- (i) The membership for the majority of committees will serve for a period of three years with the option of serving an additional three years. At the end of this 6-year term the member must take one year off before serving a second term.
- (ii) Members of Session will serve for four years. At the end of the four years, members must take a one-year hiatus before becoming eligible for re-election;
- (iii) Members of the Trustees Committee will serve for six years. At the end of the six years, members must take a one-year hiatus before becoming eligible for re-election;

